



## Microsoft Access 2003 Introduction

### EXPLORING ACCESS

- Database Theory & Design
- Starting Access
- Opening an Existing Database
- Using Database Objects
- Using the Database Window
- Opening a Database Object
- Using the Task Pane
- Exiting Access

### CREATING TABLES

- Creating a New Database
- Creating New Tables in Design View
- Adding Field Names & Descriptions
- Assigning Data Types
- Setting a Primary Key
- Using the Table Wizard
- Using the Database Wizard

### WORKING WITH TABLES

- Using Datasheet View
- Navigating Fields in Tables
- Adding/Editing Records
- Moving through Records
- Selecting Records
- Saving/Deleting Records

### EDITING TABLES

- Changing the Row Height
- Changing the Column Width
- Changing a Font Attribute
- Changing a Cell Effect
- Selecting a Column
- Moving a Column
- Hiding/Unhiding a Column
- Freezing/Unfreezing a Column

### FINDING AND FILTERING DATA

- Sorting Records
- Finding Specific Records
- Finding Records using Wildcards
- Using Replace
- Using Filter By Selection
- Applying/Removing a Filter
- Using Filter Excluding Selection
- Using Filter For
- Using Filter By Form
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### CREATING RELATIONSHIPS

- Using Related Tables
- Creating a Relationship between Tables
- Setting Referential Integrity
- Viewing Subdatasheets
- Printing a Relationship Document
- Deleting a Join Line

### USING SIMPLE QUERIES

- Using Queries and Recordsets
- Using the Simple Query Wizard
- Creating a Query in Design View
- Opening a Query
- Adding a Table to a Query
- Joining Tables in a Query
- Running a Query

### MODIFYING QUERY RESULTS

- Sorting a Query
- Adding Criteria to a Query
- Hiding a Field in a Query
- Adding a Record using a Query
- Printing a Query

### CREATING BASIC FORMS

- Using Forms
- Using the Form Wizard
- Viewing Records in a Form
- Printing Records in a Form
- Basing a Form on a Query
- Using AutoForm
- Adding a Record using a Form

### CREATING BASIC REPORTS

- Using Reports
- Using the Report Wizard
- Using Print Preview - Reports
- Printing Pages of a Report
- Grouping and Summarizing Report Data
- Basing a Report on a Query
- Using AutoReport