

Microsoft Access 2003 Introduction

Getting Started

- Open An Existing Database
- Open A Table
- Use The Navigation Bar
- Navigate Using Shortcut Keys
- Amend Data
- Add A New Record
- Close A Table
- Change Column Widths
- Undo
- Delete A Record

Working With Data

- Copy And Paste Data
- Find and Replace
- Hide / Unhide Columns
- Freeze / Unfreeze Columns
- Sort Data
- Filter By Selection
- Filter By Form

Changing Table Design

- Switch To Design View
- Insert / Delete A Field
- Change The Order Of Fields
- Change Field Size
- Use Default Values

Create New Tables

- Create A New Database
- Create A New Table
- Data Types (Text, Memo, Number, Date/Time, Currency, AutoNumber, Yes/No)
- Use The Lookup Wizard
- Change Lookup Values
- Create A Primary Key

Table Relationships

- Open Related Tables
- View Relationships
- Create / Delete A Relationship
- Enforce Referential Integrity

Working With Forms

- Open An Existing Form
- Use The Navigation Bar
- Use A Form To Delete A Record
- Sort Data
- Filter Data By Selection
- Filter Data By Form
- AutoForm: Columnar
- The Form Wizard
- Switch To Design View
- Change Basic Formatting

Working With Queries

- Open An Existing Query
- Switch To Design View
- Sort Ascending / Descending
- Show / Hide / Move Fields
- Use Criteria (Specific Text, > , < , >= , <= , <> , Wild Cards)
- Sort By More Than One Field
- Run A Query
- Create A New Query
- Create A Query Based On Two Tables
- Copy A Query
- Rename A Query
- Delete A Query

Create Basic Reports

- Open An Existing Report
- Switch To Design View
- Change Basic Formatting
- AutoReport: Columnar
- The Report Wizard
- Copy A Query
- Rename A Query
- Delete A Query

Export / Import

- Copy Tables / Queries to Microsoft Word
- Copy Tables / Queries to Microsoft Excel
- Import Data From Microsoft Excel
- Copy A Table Between Databases