

Access 2003

Custom Computers & Consulting
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Beginning (6-8 hours)

- Database Concepts
- Access Basics (Screen, Menu, Help)
- Opening/Saving/Closing a File
- Viewing a Table
- Editing a Table
- AutoCorrect and Spell Checking
- Form vs. Table View
- Viewing Multiple Tables
- Changing a Table Image
- Sorting
- Printing a View
- Page Setup and Printing
- Creating and Restructuring a Table
- Filtering and Finding Data
- Creating Reports

Intermediate (6-8 hours)

- Importing External Data
- Importing Spreadsheets
- Publishing a Database Object
- Creating a Primary Key
- Converting Field Types
- Changing Field Sizes
- Custom Display Formats
- Input Masks
- Using the Lookup Wizard
- Assigning Captions
- Setting Default values
- Using the Expression Builder
- Creating Validity Rules & Text
- Creating Queries
- Saving/Opening Queries
- Using Wildcards
- Compound Queries
- Creating calculated Controls
- Using Summary Operators
- Querying Multiple Tables
- Action Queries

- Creating Permanent Relationships
 - Enforcing Referential Integrity
 - Creating Custom Reports
 - Saving/Opening Reports
 - Creating Custom Forms
 - Saving/Opening/Printing Forms
 - File Management
 - Database Properties
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Advanced (6-8 hours)

- Creating Indexes
- Parameter Queries
- Crosstab Queries
- Customizing Forms
- Customizing Reports
- Backing Up/Restoring
- Converting Databases
- Compacting/Repairing a Database
- Linked Table Manager
- Splitting a Database
- Switchboard Manager
- Startup Options
- Upsizing Wizard
- Password Protection
- User-Level Security
- Adding/Editing Users/Groups
- Encrypting/Decrypting Databases
- Introduction to Macros
- Customizing Access Defaults
- Customizing/Creating Toolbars
- Data Access Pages
- The Add-in Manager

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