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**Delivery Method:** Instructor-led Classroom Learning

**Duration:** 1.00 Day(s)

**Pre-requisite(s)**

This course requires a basic understanding of computers and an ability to use basic mouse and keyboard operations.

**Overview:**

Students will learn the basic skills necessary to begin using Access 2003/007. They will design and create simple databases, tables, queries, forms and reports.

**Outline:**

<b>Overview of Access 2000</b>	Introduction to Database Concepts and Terminology Introduction to Access 2003/2007 Database Planning and Design
<b>Creating Tables</b>	Creating a Table in Design View Using Data Types and Field Properties Primary Keys Saving a Table
<b>Working with Tables</b>	Modifying a Table in Design View Finding and Editing Records Filtering and Sorting Records
<b>Printing a Database</b>	Using Print Preview Print Options
<b>Creating and Using Select Queries</b>	Using a query to sort data Creating a query to view specific fields Specifying criteria in a query to view specific records Using multiple criteria

**Next Steps: Access Intermediate**

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