



**Airhouse Studios**

## Access 2003 Introductory Course

### Course Aims

---

This extremely practical course introduces the delegate to Access 2003. It will provide “hands on” experience of many of the features found in this product. By the end of the course, the user will be competent with the following skills:

### Course Outline

---

#### ***Fundamentals***

Menus  
Toolbars  
The Task Pane  
The Taskbar  
Help

#### ***Databases***

Database Principles  
Create a New Database  
Open an Existing Database  
Database Views  
Save and Close a Database

#### ***Tables***

Create a Table  
Change Field Properties  
Move Around in a Table  
Change Column Width  
Change Row Height  
Freeze, Move and Hide Columns  
Format a Table  
Preview and Print a Table  
Find Specific Text  
Add, Edit and Delete Records  
Use Undo to Correct Errors  
Use Shortcuts to Enter Data

#### ***Sort and Filter Data***

Sort Records  
Filter by Selection  
Filter Excluding Selection  
Filter by Form  
Filter for Specific Text  
Advanced Filters/Sort

#### ***Queries***

Ranges of Values  
Patterns  
Non-Matches  
Current Date Query  
And Queries  
Or Queries  
Multiple Table Query

#### ***Forms***

Create, Edit and Format Forms  
Use AutoForm  
Add and Delete Records  
Preview and Print a Form

#### ***Reports***

Create a Report  
Use AutoReport  
Use Report Wizard  
Preview and Print a Report

**This course outline is a guide. All our courses can be tailored to customer requirements.**

### Target Audience

---

Intending, new or recent users of Access 2003 or any other database.

### Assumed Knowledge

---

Delegates should be familiar with the Windows operating system, either from attending a Windows Introductory Course or knowledge gained from their own experience. No knowledge of Access 2003 is expected.