

# Course overview:

## Access 2002 Introduction

(C822eng)



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### Overview and objectives

Access 2002 is the latest database from Microsoft, forming part of the Office XP suite. This course is designed to give you an understanding of some of the major features and functions within Access. An introduction to database theory and practice, plus hints and tips on good database design techniques are also given.

### Who should attend?

New, recent or intending users of Access 2002 who have little or no existing database knowledge.

### Course prerequisites

A basic understanding of PCs and familiarity with the layout of a PC style keyboard, mouse and Windows is required, gained either by previous experience or by attendance on a "PC Fundamentals" course.

#### Getting Started with Access 2002

- Start and exit Access • Recognize the different elements of the Access screen • Display and select items from menus and toolbars • Create a new blank database • Select a database object using the Objects Bar • Open an existing database • Create a database using the Database Wizard

#### Getting Assistance with Access 2002

- Use the Office Assistant to get help • Use the Contents, Answer Wizard and Index to get help • Manipulate the Help window • Use the Ask a Question box • Display What's this? help

#### Adding and Editing Records

- Create a table using the Table Wizard • Enter records using a datasheet • Undo changes to a field or record • Navigate through records in a datasheet • Find a record • Delete records from a table

#### Designing a Table

- Determine data inputs and outputs for a database • Create a table in design view • Use multiple data types • Set a primary key • Switch between design and datasheet views and different object windows • Modify field properties (size, format, caption, indexed)

#### Working with Data

- Modify the layout and formatting of a datasheet • Sort records by a single field or by more than one field • Apply and remove filters • Use Filter by Selection or Filter by Form

#### Using a Form

- Understand the differences between a form and a datasheet • Use AutoForm to generate a simple form • Create a form with the Form Wizard • Enter records using a form • Navigate through records in a form
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### Using a Select Query

- Understand the differences between a query and a sort or filter • Create a query using the Simple Query Wizard • Add and remove query fields in design view • Sort query results • Specify criteria in a query

### Using a Report

- Print output from database objects (table, query, form or report) • Use AutoReport to generate a basic report • Preview and print a report • Create a report with the Report Wizard • Create a label report • Use report sections • Move and resize a control

### Glossary

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