

Introduction to Access

This course is for those who are new or have little experience in Access 2003. We'll create a database which shows you how to store information for business or personal records. This database will include information such as addresses, product data, and business transactions. You will learn how Access stores the data and the different ways the information can be retrieved as forms, queries, and reports.

Course Length

8 hours


Course Objectives

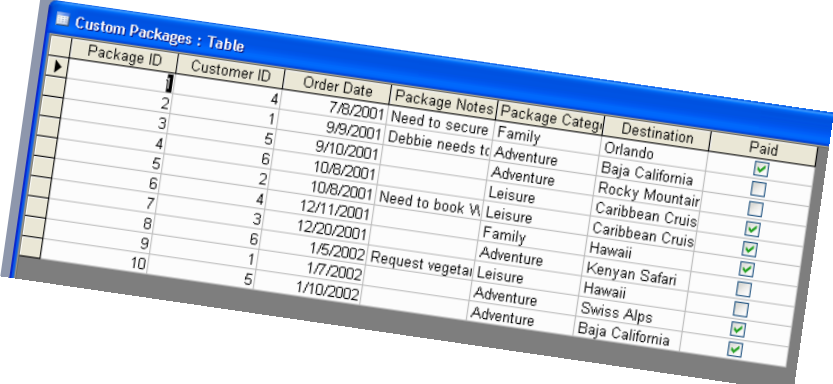
1. Create tables for storing data
2. Enter and edit database records
3. Create forms from existing tables
4. Create queries from the data that sort and filter data
5. Create reports from the data

Course Lessons

-  Understanding the Access Window
-  Create a form based on the table
-  Create a table with fields
-  Create queries based on the table
-  Enter records into the table
-  Create various reports based on the table

Course Material Supplied

-  **Course Booklet**
Every participant receives a booklet that contains course notes and a listing of Internet resources.



Package ID	Customer ID	Order Date	Package Notes	Package Category	Destination	Paid
1	4	7/8/2001			Orlando	<input type="checkbox"/>
2	1	9/9/2001	Need to secure	Family	Baja California	<input checked="" type="checkbox"/>
3	5	9/10/2001	Debbie needs to	Adventure	Rocky Mountain	<input type="checkbox"/>
4	6	10/8/2001		Leisure	Caribbean Cruis	<input type="checkbox"/>
5	2	10/8/2001	Need to book	Leisure	Caribbean Cruis	<input checked="" type="checkbox"/>
6	4	12/11/2001		Family	Hawaii	<input checked="" type="checkbox"/>
7	3	12/20/2001		Adventure	Hawaii	<input checked="" type="checkbox"/>
8	6	1/5/2002	Request vegeta	Leisure	Kenyan Safari	<input checked="" type="checkbox"/>
9	1	1/7/2002		Adventure	Hawaii	<input type="checkbox"/>
10	5	1/10/2002		Adventure	Swiss Alps	<input type="checkbox"/>
				Adventure	Baja California	<input checked="" type="checkbox"/>