

Get Started Here

Microsoft Access is the world's most popular database program.

One-on-One Personal Computer Training provides a comprehensive introduction to Access 2003 and will enable your students to become productive with the product.

Learning Outcomes

This course is designed for people who are new to databases. It covers the essential features people need in day-to-day use of Access.

At the end of the course, the student will be able to:

- ☞ Understand the purpose and use of databases
- ☞ Use the basic features of Access
- ☞ Work with Access's views
- ☞ Create tables, forms, queries and reports
- ☞ Edit datasheets and forms
- ☞ Print datasheets, forms and reports
- ☞ Find, replace and sort data
- ☞ Work with controls in forms and reports
- ☞ Open, save and close objects
- ☞ Design and format tables, forms and reports
- ☞ Save time with features such as AutoFormat, Format Painter and best-fit column width
- ☞ Improve productivity with features such as Wizards

Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered. At the end of each lesson there is a:

- ☞ Summary of the lesson, including a list of the skills learned and important terms
- ☞ Questionnaire to test the student's understanding of the lesson
- ☞ Case study for revision or for fast students.

The manual includes a table of contents, an index, a

Contents

Level 1

- ☞ Introduction to databases
- ☞ Starting and leaving Access
- ☞ Database window, objects and views
- ☞ Screen elements, toolbars, shortcut menus, Undo, Help and the Office Assistant
- ☞ Working in Datasheet View and Form View
- ☞ Entering and editing data
- ☞ Opening and closing databases
- ☞ Creating a database and using the Database Wizard
- ☞ Backup a Database
- ☞ Compact and Repair Databases
- ☞ Creating tables with the Table Wizard or intelligent tables
- ☞ AutoForm, Form Wizard, AutoReport, Report Wizard
- ☞ Creating a Select Query
- ☞ Print Preview, page setup and printing

Level 2

- ☞ Relationships and creating a table in Design View
- ☞ Moving, copying, renaming and deleting
- ☞ Column widths, row heights and fonts
- ☞ Field properties, Field Builder and working in Table
- ☞ Design View
- ☞ Lookup Wizard
- ☞ Finding, replacing and sorting data
- ☞ Select Query window, QBE grid and criteria
- ☞ Form Design View
- ☞ Working with controls in forms and reports
- ☞ Format Painter, AutoFormat and tab order
- ☞ Working in Report Design View
- ☞ Simple reports and mailing labels

Prerequisites

Students should already be familiar with PCs and Windows but no database experience is necessary.

Enquiries

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