

Microsoft ®

Access 2003 Course Outline

Foundation Level

INTRODUCTION TO ACCESS 2003

- What Is Access?
- Creating Files
- Opening And Closing A Database File

ACCESS 2003 INTERFACE

- Access 2003 Workspace

THE DATABASE TOOLBAR

- Using The Database Toolbar

THE TASK PANE

- Using The Open Area Of The Getting Started Task Pane
- Using The New Area Of The New File Task Pane
- Using The Template Area Of The New File Task Pane
- Using The Clipboard Task Pane
- Using The File Search Task Pane

THE DATABASE WINDOW

- The Database Menu Bar
- The Database Window Toolbar

TABLES

- Create A Table
- Working With Tables

QUERIES

- Create A Query

FORMS

- Using And Creating Forms
- Displaying And Linking Images

REPORTS

- Creating And Using Reports
- Saving, Maintaining, And Printing Reports