



Training Solutions, Inc.

Access 2002 Basics Course Outline

Section 1 - Access Basics

- Database Terms
- Starting Access
- Open/View a Table
- The Toolbar
 - Design View
 - Datasheet View
 - Print Preview
- Menu Bar
 - Getting Help
 - Close the Table
- What's New with 2002
- Exit Access

Section 2 - Database Design

- Database Design
- Objects
- Design a Table
- Define Fields
- Save the Table
- Add Data
- Modify the Design
- AutoForm
 - Align Controls/Tab Order
- Close the Table

Section 3 - Edit a Table

- Datasheet Edits
- Add/Delete Records
- Data Entry Shortcuts
- Add/Delete Fields
- Modify Field Type
- Primary Key
- Cut, Copy and Paste
- Display Options
 - Change Column Widths
 - Rearrange Columns

Section 4 - Sort a Table

- Sort Commands
 - Ascending/Descending Order
 - Multiple Field Sort
 - Filters
 - Remove Filter
 - Conditional Statement
 - Filter by Selection

Section 5 - Customize Tables

- Define Rules
 - Test the Rule
 - Like Expression
 - Input Masks
- Formats
 - Date Format
 - Custom Format
 - Number Formats

Section 6 - Reports & Queries

- Query
 - Select Query
 - Save a Query
 - Update a Query
 - Or / And Statements
- Reports
 - Mail labels
 - Report Preview
 - Design View
 - Add a Report Header
 - Add a Label/Page Numbers
 - Add Borders
 - Sort and Group