



**THE
ENTERPRISE
CENTRE**

**Access 2003
Introduction
ENT1515**

2 Days

Workshop Goal

This **two-day** hands-on workshop will introduce participants to the data management process used to create simple database applications with Microsoft Access in order to provide users with a more efficient way of managing data.

Topic Outline

Exploring Access
Getting Help
Creating Tables
Working with Tables
Editing Tables
Modifying Tables
Setting Field Properties
Finding and Filtering Data
Printing Data
Creating Relationships
Using Simple Queries
Using Operators in Queries
Modifying Query Results
Creating Action Queries
Using Advanced Query Wizards
Creating Basic Forms
Using Design View
Manipulating Controls
Creating Basic Reports

Recommended Prior Learning

Completion of the **Windows Introduction** workshop or equivalent knowledge.