

Access 2003: Basic

Topic-Level Outline

Days: 1
Prerequisites: *Windows 2000: Basic* or equivalent experience

Unit 1: Getting started

- Topic A:** Database concepts
- Topic B:** Exploring the Access environment
- Topic C:** Getting help
- Topic D:** Closing a database and Access

Unit 2: Databases and tables

- Topic A:** Planning and designing databases
- Topic B:** Exploring tables
- Topic C:** Creating tables

Unit 3: Fields and records

- Topic A:** Changing the design of a table
- Topic B:** Finding and editing records
- Topic C:** Organizing records

Unit 4: Data entry rules

- Topic A:** Setting field properties
- Topic B:** Working with input masks
- Topic C:** Setting validation rules
- Topic D:** Using indexes

Unit 5: Simple queries

- Topic A:** Creating and using queries
- Topic B:** Modifying query results and queries
- Topic C:** Performing operations in queries

Unit 6: Using forms

Topic A: Creating forms

Topic B: Using the Form Wizard

Topic C: Using Design view

Topic D: Finding, sorting, and filtering records

Unit 7: Working with reports

Topic A: Creating reports

Topic B: Modifying and printing reports

Appendix A: MOS exam objectives map

Topic A: Comprehensive exam objectives