

# Microsoft Access 2000 Level 1

## General Information

### General Description:

This course aims to increase your productivity by providing the skills and knowledge to use Microsoft Access 2000 to create databases for storing and retrieving data and information.

### Learning Outcomes:

At the completion of this courseware participants will be able to:

- work with database object, menu commands and keyboard shortcuts
- understand the theory behind databases and be able to design an effective database
- create a relational database and set table relationships
- add and import records to a database table
- edit, delete and print records in a table
- select records using a query and create AND and OR queries
- create single table and linked forms
- create a single or multi table report, and create a report form a query
- understand the relevant health and safety issues relating to computer usage

### Target Audience:

This course is intended for people who wish to create databases using Access 2000.

### Prerequisites:

This course is designed for participants with little or no knowledge of the software.

### Statistics:

13 chapters, and 108 pages.

### Approx\* Duration:

66 exercises. Anticipated duration\* of 11 hours

### Course Files:

Course files are available for this courseware and can be downloaded free of charge from **[www.watsoniapublishing.com](http://www.watsoniapublishing.com)**.

### Methodology:

A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants create databases for storing and retrieving data and information.

### Resource Sequence:

INF118 Microsoft Access 2000 Level 1  
INF119 Microsoft Access 2000 Level 2  
INF120 Microsoft Access 2000 Level 3

*\* Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants.*

*This information sheet was produced on Tuesday, September 09, 2003 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice*



## Table of Contents

### 1. Access 2000 Orientation

1. Starting Access 2000
2. Opening An Existing Database
3. The Access 2000 Database Screen
4. The Database Window
5. Working With Database Objects
6. Using Menu Commands
7. Using Keyboard Shortcuts
8. Exiting From Access 2000

### 2. Database Theory

1. Understanding Databases
2. How Access Stores Data
3. Spreadsheets Versus Databases

### 3. Database Design

1. Designing A Relational Database
2. Scoping The System
3. Determining The Inputs
4. Normalising A Table
5. First Normal Form
6. Second Normal Form
7. Second Normal Form - Case Study
8. Third Normal Form

### 4. Creating Relational Databases

1. Creating A New Database File
2. Access 2000 Data Types
3. Creating A New Table
4. Changing Field Properties
5. Creating A Table From A Shortcut
6. Creating A Table With Numbers And Currency
7. Assignment - Creating Tables

### 5. Setting Table Relationships

1. Understanding Table Relationships
2. Accessing The Relationships Window
3. Table Joins In The Rostrum Case Study
4. Creating Table Joins
5. Assignment - Creating Relational Joins
6. Editing An Existing Relationship
7. Printing Table Relationships

### 6. Adding Relational Records

1. Adding Records In A Table
2. Adding Records Using An AutoForm
3. Assignment - Adding Records
4. Data Entry Key Violations
5. Data Integrity Violations

### 7. Importing Records

1. Importing From A Spreadsheet
2. Importing From A Text File
3. Backing Up A Table
4. Importing And Key Violations
5. Deleting An Unwanted Table
6. Data Integrity And Importing

### 8. Working With Records

1. Navigating In A Table
2. Editing A Record
3. Deleting A Record
4. Deleting Several Records
5. Finding And Replacing
6. Undoing An Error
7. Compacting A Database
8. Printing Records
9. Assigning A Sub Datasheet
10. Working With Sub Datasheets

### 9. Relational Queries

1. Relational Queries - How They Work
2. Queries For Viewing Data
3. Creating A Query Design
4. Selecting Fields For The Query Grid
5. Different Views Of A Query
6. Adding More Tables To A Query
7. Modifying Fields In A Query
8. Selecting Records Using A Query
9. Running A Query From The Database Window

### 10. Select Relational Queries

1. Creating AND Queries
2. Clearing The Criteria From A Query
3. Selecting Numeric Data
4. Selecting Dates In A Query
5. Creating OR Queries
6. Using A Range Expression
7. Selecting Opposite Values
8. Using Wildcards
9. Problem Selects

### 11. Creating Forms

1. Forms - How They Work
2. Creating A Single Table Form
3. Working With A Form
4. Creating A SubForm
5. Creating A Linked Form

### 12. Creating Reports

1. Reports - How They Work
2. Creating A Single Table Report
3. Previewing A Report
4. Creating A Multi Table Report
5. Creating A Report From A Query

### 13. General Computer Usage

1. Disabling The Office Assistant
2. Using Help Contents
3. Using The Answer Wizard
4. Using The Help Index
5. Setting Up An Ergonomic WorkStation
6. Rests, Breaks And Exercises
7. Backup Procedures

Your supplier is: