

## Access 2002 Foundation Overview

### Introduction to database concepts

- What is a database?
- Tables and relationships
- The Access application window

### Database design and table creation

- Design and document your database
- Define your needs
- Basic design rules
- Determine relationships
- Creating a database
- Using the table wizard
- Adding fields using the table wizard
- Creating a table without a wizard
- Adding fields to a new table
- Field properties
- The input mask property
- Setting a primary key
- Adding records to a table datasheet

### Formatting a table

- Editing records
- Selecting records, fields and columns
- Deleting records and fields
- Viewing or setting datasheet default values
- Re-ordering columns and fields
- Changing column width and row height
- Hiding and un-hiding columns
- Freezing columns
- Formatting datasheet cells
- Changing datasheet fonts
- Copying and moving fields and records
- Printing

### Relationships

- Defining relationships
- Opening the relationships window
- Adding tables to the relationships window
- Making relationships
- Referential integrity
- Editing relationships

### Locating and replacing information

- A simple search
- Wildcards
- Finding specific values
- Find and replace
- Sorting records
- What is a filter?
- Filtering records

### Creating simple queries

- Opening an existing query
- Creating queries
- The query grid
- Logical operators in criteria
- Text in criteria - wildcards
- Multiple criteria and alternative criteria
- Calculated fields
- Summary queries
- Update queries
- Append queries
- Make-table queries

### Creating calculated fields

- Creating calculated fields
- Using the expression builder

### Introducing forms

- Basic form layout types
- Creating a form using autoform
- Creating a form using the form wizard
- Different ways of viewing forms

### More about creating forms

- Creating forms without using the form wizard
- The form design view window
- Manipulating form design
- Types of control
- The toolbox
- Creating a combo box control
- Changing form properties
- Using forms with subforms
- Creating a form with a subform
- Controlling data input
- Changing tab order
- Adding command buttons
- Adding page breaks
- Switchboards

### Reports

- Opening and viewing existing reports
- Printing reports
- Creating a report using auto reports
- Creating reports using the report wizard
- Using the label wizard
- Using the chart wizard
- Grouping levels in reports
- Creating a report without a wizard
- Creating controls
- Setting properties

### For further information contact:

**Phone:** 559-346-0801

**Cell:** 559-392-1786

**email:** [training@wattleweb.com](mailto:training@wattleweb.com)

**URL:** [www.wattleweb.com](http://www.wattleweb.com)