

## Access 2000 foundation

### 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/setting datasheet default values
- ◆ Re-ordering columns and fields
- ◆ Changing column width & row height
- ◆ Hiding and un-hiding columns
- ◆ Freezing columns
- ◆ Formatting datasheet cells
- ◆ Changing datasheet fonts
- ◆ Copying and moving fields & 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 & 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 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 autoreports
- ◆ Creating reports using the wizard
- ◆ Using the label wizard
- ◆ Using the chart wizard
- ◆ Grouping levels in reports
- ◆ Creating a report without a wizard
- ◆ Creating controls
- ◆ Setting properties