

Microsoft ®

# Access 2003 Course Outline

Beginning Level – 6 Hours

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## **INTRODUCTION TO ACCESS 2003**

- What Is Access?
- Creating Files
- Opening And Closing A Database File

## **ACCESS 2003 INTERFACE**

- Access 2003 Workspace

## **THE DATABASE TOOLBAR**

- Using The Database Toolbar

## **THE TASK PANE**

- Using The Open Area Of The Getting Started Task Pane
- Using The New Area Of The New File Task Pane
- Using The Template Area Of The New File Task Pane
- Using The Clipboard Task Pane
- Using The File Search Task Pane

## **THE DATABASE WINDOW**

- The Database Menu Bar
- The Database Window Toolbar

## **TABLES**

- Create A Table
- Working With Tables

## **QUERIES**

- Create A Query

## **FORMS**

- Using And Creating Forms
- Displaying And Linking Images

## **REPORTS**

- Creating And Using Reports
- Saving, Maintaining, And Printing Reports