

# Databases Basics

## Access 2003 Level 1



### **The Fundamentals**

- Introduction to Databases and Database Terminology
- Understanding the Access Program Screen
- Review of Database Objects: Tables, Queries, Forms, Reports & Macros
- Adding, Editing and Deleting Records

### **Creating a Database and Designing Tables**

- Creating a Database
- Creating a Table
- Understanding Data Types
- Database Field Naming Conventions
- Inserting, Deleting and Reordering Fields
- Using Field Properties: Caption, Field Size, Format, Default Values, Input Mask
- Adding a Primary key

### **Working With Data in Tables**

- Finding and Replacing Information
- Sorting Information
- Filtering Information
- Rearranging Columns

### **Working with Queries**

- Creating a Query
- Modifying a Query
- Sorting Using a Single Field and Using Multiple Fields
- Query Criteria
- Parameter Queries
- Defining Multiple Criteria Using AND and OR Operators
- Calculating Values in Queries

### **A Few More Things**

- Creating a Form with the Form Wizard
- Creating a Report with the Report Wizard
- Creating Mailing Labels with the Label Wizard
- Copying, Pasting and Renaming Database Objects
- Compacting & Repairing a Database