

# SYSTEMETRICS HANDS-ON, PERSONAL COMPUTER SEMINAR

## Introduction to Microsoft Access

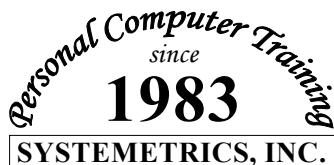
**Duration:** 1 day (6 hours)

**Prerequisite(s):** Familiarity with the Windows environment and at least one Windows application

**Environment:** Microsoft Windows

**Version(s):** All through Access 2003.  
Taught using Access 2003.

**Support:** Upon completion of this seminar, the student will be entitled to unlimited, free telephone support in Access.



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**Who Should Take This Seminar:** *Introduction to Microsoft Access* is designed to introduce the student to Microsoft Access, the popular database product. Upon completion of this seminar the student will be able to design and use database tables, forms, queries, and reports. *The student should be familiar with Windows basics and at least one other Windows application before taking this seminar.* Those uncertain whether this seminar is appropriate for them should call Systemetrics at (401) 275-2200.

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### Seminar Outline

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- I. Database Basics**
- II. Working with an existing database**
  - A. Defining the six objects of an Access database
  - B. Working with Tables
    - 1. Adding records
    - 2. Editing records
    - 3. Deleting records
  - C. Finding records
  - D. Creating filters to select records
  - E. Creating a simple data entry Form
  - F. Using Forms to enter data
  - G. Printing the Access objects
- III. Creating a new database**
  - A. Creating a Table using the Table Wizard
    - 1. Establishing fields
    - 2. Defining field properties
  - B. Creating a Table using the Design View
  - C. Creating a Form using the Form Wizard
    - 1. Establishing Form layout
    - 2. Creating controls
    - 3. Defining control properties
  - D. Creating Select Queries
    - 1. Using the Query Wizard
    - 2. Using the Design View
    - 3. Viewing the Query dynaset
    - 4. Addressing multiple Tables in a Query
    - 5. Creating calculated fields
  - E. Creating a Report using the Report Wizard
    - 1. Establishing Report layout
    - 2. Summarizing data
    - 3. Changing the Report design
    - 4. Printing a Report
    - 5. Creating mailing labels