



Microsoft Access 2002 for Windows is one of the world's most popular database programs.

DuoSoft's courseware gives a comprehensive introduction to Access 2002 and will let students become productive with the product.

Learning outcomes

This course is designed for people who are new to databases. It covers the essential features people need in the day-to-day use of Access.



At the end of the course, the student will be able to:

- Understand the purpose and use of databases
- Use the basic features of Access
- Work with Access's views
- Create tables, forms, queries and reports
- Edit datasheets and forms
- Print datasheets, forms and reports
- Find, replace and sort data
- Work with controls in forms and reports
- Open, save and close objects
- Design and format tables, forms and reports
- Save time with features such as AutoFormat, Format Painter and best-fit column width
- Improve productivity with features such as wizards

Format

The course would normally be presented as a two-day class. However, you can run Part 1 as a one-day course. Similarly, you could run Part 2 later as a one-day course.

Some organisations conduct the course in half-day sessions or in shorter classes over one term.

Although the manual is designed for classroom training, it can also be used as a self-teach manual or as a reference resource.

There is a set of exercises files for this course.

Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product.

Basic concepts are introduced first. Later material builds on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered.

Introduction to Access 2002 for Windows

At the end of each lesson there is a:

- Summary of the lesson, including a list of the skills learned and important terms
- Questionnaire to test the student's understanding of the lesson
- Case study for revision or for fast students.

The manual includes a table of contents, an index, a glossary of important terms, tips and review exercises.

Contents

Part 1

- Introduction to databases
- Starting and leaving Access
- Database window, objects and views
- Screen elements, menus, toolbars, task pane, shortcut menus, Undo, Help and the Office Assistant
- Working in Datasheet view and Form view
- Entering and editing data
- Opening and closing databases
- Creating a database and using the Database wizard
- Creating tables with the Table wizard or intelligent tables
- AutoForm, Form wizard, AutoReport, Report wizard
- Creating a Select Query
- Print Preview, page setup and printing

Part 2

- Relationships and creating a table in Design view
- Moving, copying, renaming and deleting
- Column widths, row heights and fonts
- Field properties, Field Builder and working in Table Design view
- Lookup wizard
- Finding, replacing and sorting data
- Select Query window, QBE grid and criteria
- Form Design view
- Working with controls in forms and reports
- Format Painter, AutoFormat and tab order
- Working in Report Design view
- Simple reports and mailing labels

Prerequisites

Students should already be familiar with PCs and Windows but no database experience is necessary.



Advantages of DuoSoft courseware

Content

- Comprehensive coverage of the subject
- Explains the concepts and benefits of the features
- Covers basics before moving to other topics
- Clearly sets out the objectives
- Hands-on exercises throughout each lesson
- Tips
- Most lessons are independent of each other — you can cover the lessons in any order
- Summary at the end of each lesson
- Advanced exercises and questionnaire at the end of each lesson to revise the material covered
- Review exercise at the end of each day
- Tables listing shortcut keystrokes
- Glossary of terms, table of contents and index

Format

- Distinctive, modern layout
- Clear explanations that are easy to read
- Graphics and screen-captures to illustrate the subject matter and exercises
- Icons to mark the key components of each lesson
- Written in Australia with local examples and Australian spelling (not US)

Site licence

- Lets you reproduce from a master manual
- Choice of paper master or electronic master
- Text and exercises can be edited to suit your own requirements (electronic version)
- You can use your own logo, name and title page
- Can be presented as a one-day course (or in smaller sections) if desired
- Written with WordPerfect 8.0 for Windows
- Also available in Microsoft Word format
- Uses a style library for easy editing
- Can be upgraded at a reduced cost when new versions of the software are released

Pricing

- Far cheaper than developing the course in-house or using outside contractors
- Saves you time and frees you up for other tasks
- Allows you to start training sooner
- Once-only cost for the licence
- You can purchase manuals as you need them instead of the site licence

Purchase options

One option is to buy the manuals as you need them. We keep most titles in stock.



Alternatively, you can purchase a site licence for the manual. With the site licence approach, you receive a master copy of the manual. You then reproduce the manual from this master. You can supply one copy of the manual to each student you train in that course.

There are two types of site licences: paper-master and electronic-master. With the paper-master site licence, you receive a printed master copy of the manual.

With the electronic-master site licence, you also receive an electronic master copy of the manual on disk. You are then free to tailor the courseware to suit your own requirements. For example, you might want to put your own logo on the manual and modify the format or contents of the course to suit your students.

The materials are licensed to either a single training centre or to an individual consultant who conducts training at clients' premises.

In the case of training centres, the licence applies to only one such location. An additional licence must be purchased for each other location that uses the materials.

Site licence upgrade

If you have previously purchased a site licence for DuoSoft's introductory courseware for Access 2000, 97, 7.0 or 2.0, you can upgrade that site licence to the new version for a reduced fee.

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DuoSoft



*Designers of superior courseware
for popular PC software*