

## **MICROSOFT ACCESS 2003– BASIC**

### **Learning outcomes:**

At the end of the course the participant will

- Understand DBMS Concepts with an overview of Access 2003
- Create Database and Manipulate Data using Tables
- Write different types of Queries using Access 2003 and SQL
- Understand Action Queries

### **Course Contents**

- Concepts of DBMS and Database Design
- Create Tables and use Data Types in a Sample Application
- Field, Table Properties and Validations
- Different types of Relationships
- Master Detail Tables
- Data Manipulation with Action Queries
- Different types of Select & Parameter Queries
- Total and Cross Tab Queries