

## MS Access 2003 Level 1 (English)

### Course Overview

In this course, you will learn how to create a simple database, utilizing basic technique of Access. You will be able to understand the roles of four main objects such as table, form, report, and query through this hands-on training.

### Course Objectives

- Create a simple database
- Create table, form, report, and query
- Modify table, form, report, and query
- Import a worksheet from Excel workbook

	AM	PM
<b>1<sup>st</sup> day</b>	1. Getting started with Access 2. Create a database and table	3. Create and modify a form Exercise
<b>2<sup>nd</sup> day</b>	Review from 1 <sup>st</sup> day class 4. Create a query 5. Create and modify a report	6. Create a report 7. Additional useful feature Exercise  etc.