

Discover Access 2003

DiscoverWare's *Discover Access 2003* is an interactive productivity tool for users of Microsoft Access 2003. Access 2003 builds on the database capabilities of previous versions of the program to provide powerful tools that enable you to organize and manage database information as well as create your own custom applications. Topics cover basic database concepts such as planning, forms, and data management, to more advanced concepts including sorting, filtering, reporting, and operating Access on the Web.

DiscoverWare products combine audio, animation, and software simulation with a unique user interface to make the "discovery" of computer programs both effective and entertaining. The program is also designed to help users learn at their own pace, allowing them repeat topics or jump to anywhere in the course.

The Discover Access 2003 interface is intuitive and easy to use:

The Main Menu displays all the categories within the course. The topics within each category provide detailed explanations and examples, as well as hands-on exercises, so users can practice what they're learning.

After completing all the topics in a category, users can find out how much they've learned by taking the Category Quiz. They can also test their overall knowledge of Access 2003 by accessing a global Test feature.

DiscoverWare's unique Glossary provides a quick reference of terms. In many cases, users can jump directly to the exact portion of the course for a more detailed explanation.

A detailed Help function is always available to ensure users never lose their way.

Main Menu

Move through hours of in-depth content – quickly and easily.

Test

DiscoverWare's test feature lets you track your progress as you learn. You can assess your proficiency at any time: before, during, or after completing a course. Your results are saved for future reference. Tests are available for individual categories, as well as the entire course.

Bookmark

By displaying your progress, DiscoverWare tracks which topics you've completed. Each time you return to DiscoverWare, you can start from the beginning or from where you left off.

Glossary

Need a term defined? This unique glossary includes links to related information in the course. The ultimate "just-in-time" reference, DiscoverWare's Glossary is what on-line help and tutorials should have been in the first place.

About

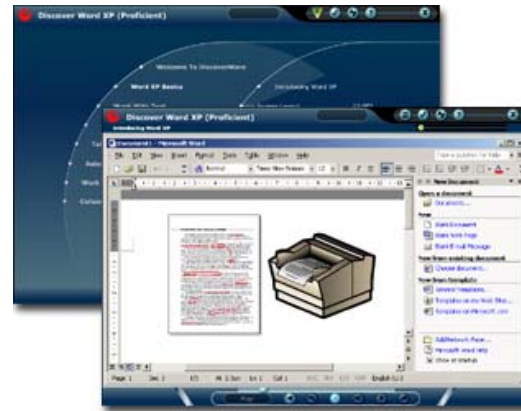
Click the logo button to display a number of options, including a link to DiscoverWare's website. Here you will find updates, registration and other valuable training offerings exclusive to DiscoverWare users.

Exercises

Practice makes perfect! Hands-on exercises, seamlessly integrated into DiscoverWare's explanations, let you practice using many software features. DiscoverWare's interactive exercises provide step-by-step instruction, making any software easier to learn.

Help

Click the ? for a "user-friendly" explanation of any feature or function of DiscoverWare.





Discover Access 2003 (Proficient)

Access 2003 Basics

- Introducing Access 2003
 - Office 2003 Overview
 - Access 2003 Overview
- Screen Layout
 - Title Bar, Menus & Toolbars
 - The Task Pane
 - The Database Window
 - Display Objects & Views
- Create & Open A Database
 - What Is A Database?
 - Creating A New Database
 - Open An Existing Database
- Help in Access 2003
 - Microsoft Office Online
 - Type A Question For Help
 - Access Help Task Pane
 - Detect And Repair

Design A Database

- Plan A Database
 - Planning Basics
 - What Is A Table?
 - Define A Table
 - Define Fields
 - Identify Primary Keys
- Define Relationships
 - What Is A Relationship?
 - One-To-Many Relationships
 - Many-To-Many Relationships
 - One-To-One Relationships
- Review The Design
 - Refining The Design
 - Queries, Forms & Reports

Build A Database

- Database Wizards
 - What Is A Database Wizard?
 - Use A Database Wizard
- Create A Table
 - Create A Blank Database
- Work With Table Data
 - Enter Data
 - Edit Data s
- Modify A Table
 - Modify Table Structure
 - Modify Table Format
 - Work With Field Properties
 - Use The Lookup Wizard
- Build A Relational Database
 - Use Table Wizard To Create Relationships
 - Create Relationships Manually

Work With Forms

- Access Forms
 - What Is A Form?
 - What Is A Sub-Form?
- Create A Form Automatically
 - Use AutoForm
 - Use The Form Wizard

Sort, Retrieve & Analyze Data

- Sort Data
 - Sorting Records
 - Perform An Advanced Sort
- Find Data
 - Find A Record
- Use Filters
 - What Is A Filter?
 - Apply & Remove Filters

Use Queries

- What Is A Query?
- Create A Select Query
- Add A Calculated Field To A Query

Work With Reports

- Access Reports
 - What Is A Report?
- Create Reports Automatically
 - Use AutoReport
 - Use The Report Wizard

Integration With Other Applications

- Import Data Into Access
 - Importing Data
 - Import Data Into A New Table
- Link To External Data
 - Linking To External Data
 - Link To Another Access Database Table
 - Work With Linked Tables
- Export Data From Access
 - Exporting Access Data
 - Export Data



DiscoverWare

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Discover Access 2003 (Expert)

Customize Access 2003

- Advanced Features & Customization
 - Advanced Features In Access 2003
 - Customizing Access 2003
- Customize Menus
 - The Menu Bar
 - Creating Custom Menus
- Customize Toolbars
 - Toolbars
 - Customize A Toolbar
 - Create A New Toolbar
- Set Custom Options
 - The Options Dialog Box

Build & Work With Databases

- Build A Relational Database
 - Relationships
 - Referential Integrity & Cascade Options
 - Create A One-To-Many Relationship
 - Create A Many-To-Many Relationship
- Control Data Entry In Tables
 - Validation Rules
 - Create A Validation Rule
 - Create A Validation Rule Error Message
 - Input Masks
 - Create An Input Mask
- Create Lookup Fields
 - Lookup Fields
 - Create A Lookup Field
- Import & Export Access Data
 - Importing Data
 - Import Data Into A New Table
 - Exporting Data
 - Export Data
- Link To External Data
 - Linking To External Data
 - Link To Another Access Database Table
 - Work With Linked Tables
- Import & Export XML Files
 - XML Format
 - Export Access Data As An XML File
 - Import An XML File Into Access

Work With Forms

- Create Forms In Design View
 - Creating Forms
 - Form Controls
 - Bound & Unbound Controls
 - Error-Checking In Forms
 - Create A Form In Design View
 - Create A Calculated Control
- Modify Control Properties
 - Control Properties
 - Modify The Format Of A Control
 - Add Data Validation To A Control
- Use Subforms
 - Subforms
 - Create A Subform

Work With Filters & Queries

- Retrieve Database Data
 - Using Filters & Queries
 - Creating & Saving Queries
- Filter Data
 - Use Advanced Filters
- Use Select Queries
 - Summarizing Data
 - Create A Select Query
- Use Multi-Table Queries
 - Multi-Table Queries
 - Create A Multi-Table Query
- Use Complex-Criteria Queries
 - Complex-Criteria Queries
 - Create A Complex-Criteria Query
- Use Parameter Queries
 - Parameter Queries
 - Create A Parameter Query
- Use Action Queries
 - Action Queries
 - Create A Delete Query
 - Create An Update Query
 - Create An Append Query

Work With Reports

- Create Reports In Design View
 - Creating Reports
 - Report Controls
 - Error-Checking In Reports
 - Report Sections
 - Create A Report In Design View
 - Add A Calculated Control To A Report
- Modify Reports
 - Report Element Properties
 - Modify Control Properties
 - Modify Section Properties
 - Modify Report Properties
- Sort & Group Report Data
 - Set Sorting & Grouping Options
- Use Subreports
 - Subreports
 - Create A Subreport

Manage An Access Database

- Database Security
 - Database Security
 - Create A Database Password
 - Encoding Databases
 - Encode A Database
 - Decode A Database
 - User-Level Security
 - Set User Permissions
- Database Replication
 - Replicate A Database
- Database Splitter
 - Splitting Databases
 - Split A Database
- Visual Basic Modules
 - Using Visual Basic Modules
 - Create A Visual Basic Module
 - MDE Files
- Optimize A Database
 - Use Performance Analyzer
 - Compact A Database
- Switchboards & Startup Options
 - Switchboards
 - Create A Switchboard
 - Set Startup Options

Operate Access On The Web

- Use Data Access Pages
 - Data Access Pages
 - Create A Data Access Page
 - Modifying A Data Access Page
- Use PivotTables & PivotCharts
 - PivotTables & PivotCharts
 - Create A Pivot Table In A Data Access Page
 - Create A Pivot Chart In A Data Access Page

