

# Discover Access XP / 2002



DiscoverWare's *Discover Access XP* is an interactive productivity tool for users of Microsoft Access XP. Access XP 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 XP 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 XP 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 XP / 2002 (Proficient)

## Access XP Basics

- Database Basics
  - What Is A Database?
  - What Is Access XP?
  - Access XP Capabilities
  - Database Objects
- Planning Basics
  - Planning Basics
- Define Tables
  - What Is A Table?
  - Defining Tables
- Define Fields
  - What Is A Field?
  - Defining 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
  - Refine The Design
  - Queries, Forms & Reports
- Screen Layout
  - The Access XP Window
  - The Database Window
- Help In Access XP
  - Ask A Question
  - Microsoft Access Help

## Build A Database

- Use Database Wizards
  - Database Wizards
  - Use A Database Wizard
- Create A Blank Database
  - Create A Blank Database
- Work With Table Data
  - Enter Data
  - Edit Data
- Modify A Database
  - Open A Database
  - Use The Objects Bar & Views
  - Modify Table Structure
  - Modify Table Format
  - Work With Field Properties
  - Use The Lookup Wizard
- Build A Relational Database
  - Use The Table Wizard to Create Relationships
  - Create Relationships Manually
- Maintain Data Integrity
  - Referential Integrity
  - Enforce Referential Integrity

## Work With Forms

- Form Basics
  - What Is A Form?
  - What Is A Sub-Form?
- Create Forms Automatically
  - Use AutoForm
  - Use The Form Wizard
- Create A Form Manually
  - Work With Controls
  - Get Help With Controls
  - Controls & Data Entry
  - Types Of Controls
  - Create A Form Manually
  - Add A Calculated Control
- Modify Form Controls
  - Control Properties
  - Modify Control Properties

## Sort, Retrieve & Analyze Data

- Sort Data
  - Sorting Records
  - Sort Order
  - Perform An Advanced Sort
- Find Data
  - Find A Record
- Work With Filters
  - What Is A Filter?
  - Apply & Remove Filters
- Use Queries To Retrieve Data
  - What Is A Query?
  - Create A Select Query
  - Add A Calculated Field To A Query

## Work With Reports

- Create Reports Automatically
  - What Is A Report?
  - Use AutoReport
  - Use The Report Wizard
- Create A Report Manually
  - Report Controls
  - Work With Controls
  - Types Of Controls
  - Create A Report Manually
  - Add A Calculated Control

## Integrate Access With Other Applications

- Import Data To Access
  - Importing Data
  - Into A New Table
- Export Data From Access
  - Exporting Data
  - Export Data
- Publish A Database To The World Wide Web
  - Access & The World Wide Web
  - Data Access Pages
  - Create A Data Access Page



**DiscoverWare**



# Discover Access XP / 2002 (Expert)

## Build & Modify Databases

- Build A Relational Database
  - Defining Relationships
  - Establish A One-To-Many Relationship
  - Establish A Many-To-Many Relationship
- Control Data Entry In Tables
  - What Is A Validation Rule?
  - Use Validation Rules
  - Set Validation Text
  - Create An Input Mask
- Lookup Fields
  - Create Lookup Fields
- Link Tables Between Access Databases
  - Link To Information In Another Database
  - Link Tables

## Work With Forms

- Create A Form
  - Create A Form In Design View
- Use Subforms
  - Forms & Subforms
  - Create A Subform
- Switchboard Forms
  - Create A Switchboard Form
  - Set Startup Options

## Retrieve Data

- Locate Information
  - Locate & Display Information
- Filter Data
  - Use Advanced Filters
- Create Queries
  - Queries That Perform Calculations
  - Use Aggregate Functions
  - Specify Multiple Query Criteria
  - Create A Parameter Query
- Modify Data Using Action Queries
  - Action Queries
  - Create A Delete Query
  - Create An Update Query
  - Create An Append Query

## Work With Reports

- Create Reports
  - Report Sections
  - Create A Report In Design View
- Modify Reports
  - Modify Section Properties
  - Modify Control Properties
  - Modify Report Properties
  - Sort & Group Report Data
- Use Subreports
  - Subreports
  - Create A Subreport

## Operate Access On The Web

- Use Data Access Pages
  - Data Access Pages
  - Create A Data Access Page In Design View
  - Modify A Data Access Page
  - PivotTables & PivotCharts
  - Create PivotTables In A Data Access Page
  - Create PivotCharts In A Data Access Page
- Import & Export Access Data
  - Export Access Data To An XML Document
  - Import An XML Document To Access

## Manage An Access Database

- Database Security
  - Database Permissions
  - Add Permissions To A Database
  - Set & Modify A Password
  - Encryption & Decryption
  - Encrypt A Database
  - Decrypt A Database
- Use Database Replication
  - Replicate A Database
- Use Database Splitter
  - Database Splitter
  - Split An Access Database
- Compact & Repair Databases
  - Compact A Database
  - Repair A Database
- Create Access Modules
  - Visual Basic Modules
  - Create An Access Module
  - Use Visual Basic To Create An Access Module
- Distribute Databases As MDE Files
  - MDE Files
  - Create An MDE file

