

# Microsoft Access 2003

## Getting to Know Microsoft Access

- Understanding Databases
- Opening an Existing Database
- Exploring Tables
- Exploring Queries
- Exploring Forms
- Exploring Reports
- Exploring Other Access Objects
- Previewing and Printing Access Objects

## Creating a New Database

- Creating a Database Structure the Simple Way
- Checking the Work of a Wizard
- Creating Tables the Simple Way
- Refining How Data Is Displayed
- Manipulating Table Columns and Rows

## Getting Information

- Into and Out of a Database
- Importing Information from Excel
- Importing Information from a Delimited Text File
- Importing Information from a Fixed-Width Text File
- Importing Information from an Access Database
- Importing Information from Other Databases
- Importing Information from an HTML File
- Importing Information from an XML File
- Exporting Information to Other Programs
- Linking a Database to Information in Another Database
- Other Ways to Share Access Data

## Simplifying Data Entry with Forms

- Creating a Form by Using a Wizard
- Refining Form Properties
- Refining Form Layout
- Adding Controls to a Form
- Using Visual Basic for Applications to Enter Data in a Form
- Creating a Form by Using an AutoForm
- Adding a Subform to a Form

## Locating Specific Information

- Sorting Information
- Filtering Information in a Table
- Filtering by Form
- Locating Information that Matches Multiple Criteria
- Creating a Query in Design View
- Creating a Query with a Wizard
- Performing Calculations in a Query

## Keeping Your Information Accurate

- Using Data Type Settings to Restrict Data
- Using Field Size Properties to Restrict Data
- Using Input Masks to Restrict Data
- Using Validation Rules to Restrict Data
- Using Lookup Lists to Restrict Data
- Updating Information in a Table
- Deleting Information from a Table

## Working with Reports

- Creating a Report by Using a Wizard
- Modifying a Report
- Creating a Report from Scratch
- Adding a Subreport to a Report
- Previewing and Printing a Report

## Making It Easy for Others to Use Your Database

- Creating a Switchboard
- Creating a Splash Screen
- Setting Startup Options
- Keeping Your Application Healthy

## Keeping Your Information Secure

- Encrypting and Decrypting a Database
- Assigning a Password to a Database
- Sharing a Database
- Replicating a Database
- Splitting a Database
- Setting Up a Workgroup
- Maintaining a Workgroup
- Preventing Changes to a Database
- Securing a Database for Distribution

## Working with Pages and Modules

- Creating Static Web Pages
- Creating a Data Access Page with AutoPage
- Creating a Data Access Page Using the Page Wizard
- Allowing Others to Analyze Data On the Web