



## A c c e s s 2 0 0 3 : B a s i c

Topic-Level Outline

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### **Days: 1**

**Prerequisites:** *Windows 2000: Basic* or equivalent experience

Unit 1: Getting started

Topic A: Database concepts

Topic B: Exploring the Access environment

Topic C: Getting help

Topic D: Closing a database and Access

Unit 2: Databases and tables

Topic A: Planning and designing databases

Topic B: Exploring tables

Topic C: Creating tables

Unit 3: Fields and records

Topic A: Changing the design of a table

Topic B: Finding and editing records

Topic C: Organizing records

Unit 4: Data entry rules

Topic A: Setting field properties

Topic B: Working with input masks

Topic C: Setting validation rules

Topic D: Using indexes

Unit 5: Simple queries

Topic A: Creating and using queries

Topic B: Modifying query results and queries

Topic C: Performing operations in queries

Unit 6: Using forms

Topic A: Creating forms

Topic B: Using the Form Wizard

Topic C: Using Design view

Topic D: Finding, sorting, and filtering records

Unit 7: Working with reports

Topic A: Creating reports

Topic B: Modifying and printing reports

Appendix A: Microsoft Office Specialist exam objectives map

Topic A: Comprehensive exam objectives