

Microsoft® Office Access 2003: Level 2

Course Specifications

Course length: 1.0 day(s)

Course Description

As you begin this course, you should have the basic skills you need to work with a Microsoft® Office Access 2003 databases. This includes working with Access tables, relationships, queries, forms, and reports. But thus far you have been focusing on essential database user skills only. In this course you will consider how to design and create a new Access database, how to customize database components, and how to share Access data with other applications.

Course Objective: You will design and create a new Access database; improve queries, forms, and reports; and integrate Microsoft® Office Access 2003 with other applications.

Prerequisites: To ensure the successful completion of Microsoft Access 2003: Level 2, we recommend completion of the following courses, or equivalent knowledge (basic familiarity with Access tables, relationships, queries, forms, and reports) from another source:
Microsoft Access 2003: Level 1

A basic understanding of Microsoft® Excel and Microsoft® Word would also be helpful, but is not required.

Course Content

Lesson 1: Planning a Database
Topic 1A: Design a Relational Database
Topic 1B: Identify Database Purpose
Topic 1C: Review Existing Data
Topic 1D: Determine Fields
Topic 1E: Group Fields into Tables
Topic 1F: Normalize the Data
Topic 1G: Designate Primary and Foreign Keys

Lesson 2: Building the Structure of a Database
Topic 2A: Create a New Database
Topic 2B: Create a Table Using a Wizard
Topic 2C: Create Tables in Design View
Topic 2D: Create Relationships between Tables

Lesson 3: Controlling Data Entry
Topic 3A: Restrict Data Entry with Field Properties
Topic 3B: Create an Input Mask
Topic 3C: Create a Lookup Field

Lesson 4: Finding and Joining Data
Topic 4A: Find Data with Filters
Topic 4B: Create Query Joins
Topic 4C: Join Unrelated Tables
Topic 4D: Relate Data Within a Table

Lesson 5: Creating Flexible Queries
Topic 5A: Set Select Query Properties
Topic 5B: Create Parameter Queries
Topic 5C: Create Action Queries

Lesson 6: Improving Your Forms
Topic 6A: Enhance the Appearance of a Form
Topic 6B: Restrict Data Entry in Forms
Topic 6C: Add Command Buttons
Topic 6D: Create a Subform

Lesson 7: Customizing Your Reports
Topic 7A: Organize Report Information
Topic 7B: Set Report Control Properties
Topic 7C: Control Report Pagination
Topic 7D: Summarize Information
Topic 7E: Add a Subreport to an Existing Report
Topic 7F: Create Mailing Labels

Lesson 8: Expanding the Reach of Your Data
Topic 8A: Publish Access Data as a Word Document
Topic 8B: Analyze Access Data in Excel
Topic 8C: Export Data to a Text File
Topic 8D: Merge Access Data with a Word Document

Are you a pencil pusher trapped in a computer?

We can help!

MJH Training Centre

www.mjhtraining.com

info@mjhtraining.com

Ph: 242-2231

