

# Microsoft® Office Access 2003: Level 3

## Course Specifications

Course length: 1.0 day(s)

## Course Description

Your training in and use of Microsoft® Office Access 2003 has provided you with a solid foundation in the basic and intermediate skills for working in Microsoft® Office Access 2003. You're now ready to extend your knowledge into some of the more specialized and advanced capabilities.

**Prerequisites:** To ensure the successful completion of Microsoft® Office Access 2003: Level 3, we recommend completion of the following Element K courses, or equivalent knowledge (familiarity with basic and intermediate features of Access tables, relationships, queries, forms, and reports) from another source:

Microsoft® Office Access 2003: Level 1

Microsoft® Office Access 2003: Level 2

## Course Content

Lesson 1: Structuring Existing Data

Topic 1A: Import Data

Topic 1B: Analyze Tables

Topic 1C: Create a Junction Table

Topic 1D: Improve Table Structure

Lesson 2: Writing Advanced Queries

Topic 2A: Create Unmatched and Duplicates Queries

Topic 2B: Group and Summarize Records Using the Criteria Field

Topic 2C: Summarize Data with a Crosstab Query

Topic 2D: Create a PivotTable and a PivotChart

Topic 2E: Display a Graphical Summary on a Form

Lesson 3: Simplifying Tasks with Macros

Topic 3A: Create a Macro

Topic 3B: Attach a Macro to a Command Button

Topic 3C: Restrict Records Using a Where Condition

Lesson 4: Adding Interaction and Automation with Macros

Topic 4A: Require Data Entry with a Macro

Topic 4B: Display a Message Box with a Macro

Topic 4C: Automate Data Entry

Lesson 5: Making Forms More Effective

Topic 5A: Change the Display of Data

Conditionally

Topic 5B: Display a Calendar on a Form

Topic 5C: Organize Information with Tab Pages

Lesson 6: Making Reports More Effective

Topic 6A: Cancel Printing of a Blank Report

Topic 6B: Include a Chart in a Report

Topic 6C: Arrange Data in Columns

Topic 6D: Create a Report Snapshot

Lesson 7: Maintaining an Access Database

Topic 7A: Link Tables to External Data Sources

Topic 7B: Back Up a Database

Topic 7C: Compact and Repair a Database

Topic 7D: Protect a Database with a Password

Topic 7E: Determine Object Dependency

Topic 7F: Document a Database

Topic 7G: Analyze the Performance of a Database

*Are you a pencil pusher trapped in a computer?*

*We can help!*

MJH Training Centre

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