

## Description

Before taking this course, you should have the basic skills you need to work with a Microsoft® Access 2003 databases. This includes working with Access tables, relationships, queries, forms, and reports. 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.

## Prerequisites

To ensure the successful completion of Microsoft Access 2003: Level 2, we recommend completion of the following courses, or equivalent knowledge:

- ✓ Microsoft Access 2003: Level 1
- ✓ A basic understanding of Microsoft® Excel and Microsoft® Word would also be helpful, but is not required.

## Objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- ✓ Follow the steps required to properly design a simple database.
- ✓ Create a new database with related tables.
- ✓ Control data entry by modifying the design of a table to streamline data entry and maintain data integrity.
- ✓ Find and retrieve desired data by using filters and joins between tables and within a single table.
- ✓ Create flexible queries to display specified records; allow for user-determined query criteria; and add, update and delete data with queries.
- ✓ Enhance the appearance, data entry, and data access capabilities of your forms.
- ✓ Customize reports to better organize the displayed information and produce specific print layouts such as mailing labels.
- ✓ Use Access data in other applications, including Microsoft Word and Excel.

## Outline

### Planning a Database

- Design a Relational Database
- Identify Database Purpose
- Review Existing Data
- Determine Fields

- Group Fields into Tables
- Normalize the Data

- Designate Primary and Foreign Keys

### Building the Structure of a Database

- Create a New Database
- Create a Table Using a Wizard
- Create Tables in Design View
- Create Relationships between Tables

### Controlling Data Entry

- Restrict Data Entry with Field Properties
- Create an Input Mask
- Create a Lookup Field

### Finding and Joining Data

- Find Data with Filters
- Create Query Joins
- Join Unrelated Tables
- Relate Data Within a Table

### Creating Flexible Queries

- Set Select Query Properties
- Create Parameter Queries
- Create Action Queries

### Improving Your Forms

- Enhance the Appearance of a Form
- Restrict Data Entry in Forms
- Add Command Buttons
- Create a Subform

### Customizing Your Reports

- Organize Report Information
- Set Report Control Properties
- Control Report Pagination
- Summarize Information
- Add a Subreport to an Existing Report
- Create Mailing Labels

### Expanding the Reach of Your Data

- Publish Access Data as a Word Document
- Analyze Access Data in Excel
- Export Data to a Text File
- Merge Access Data with a Word Document