

ExecuTrain End User Computer Skills

Access 2003: Intermediate

1 day

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: Intermediate we recommend completion of the following courses, or equivalent knowledge:

- ✓ Microsoft Access 2003: Basic
- ✓ 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 design a 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.
- ✓ add unbound controls, graphics and calculated values
- ✓ work with charts in forms and reports
- ✓ use Access data in other applications, including Microsoft Word and Excel and Pivot tables

Outline

Unit 1: Relational databases

Topic A: Database normalization

Topic B: Relating tables

Topic C: Implementing referential integrity

Unit 2: Working with related tables

Topic A: Lookup fields

Topic B: Modifying Lookup fields

Topic C: Subdatasheets

Unit 3: Complex queries

Topic A: Joining tables in queries

Topic B: Creating calculated fields

Topic C: Summarizing and grouping values

Unit 4: Advanced form design

Topic A: Adding unbound controls

Topic B: Graphics

Topic C: Adding calculated values

Topic D: Adding combo boxes

Unit 5: Advanced reports

Topic A: Customized headers and footers

Topic B: Adding calculated values

Topic C: Subreports

Unit 6: Charts

Topic A: Charts in forms

Topic B: Charts in reports

Unit 7: PivotTables and PivotCharts

Topic A: PivotTables

Topic B: Modifying PivotTables

Topic C: PivotCharts

Unit 8: Internet integration

Topic A: Hyperlink fields

Topic B: Working with data access pages

Appendix A: Microsoft Office Specialist exam objectives map

Topic A: Comprehensive exam objectives