

## Access 2003 - Level 1

Days of Training: 2

### Overview

In this course, you will be introduced to the concept of the relational database and the Microsoft Office Access 2003 relational database application, and information management tools. Also, you will learn how to design and create a new Access database.

### Prerequisites

Windows XP (New Version) - Level 1  
Windows XP (New Version) - Level 2

### Lesson 1: An Overview of Microsoft Access

- Relational Databases
- The Access Environment
- The Database Environment
- Examine an Access Table

### Lesson 2: Managing Data

- Examine an Access Form
- Add and Delete Records
- Sort Records
- Display Record Sets
- Update Records
- Run a Report

### Lesson 3: Establishing Table Relationships

- Identify Table Relationships
- Identify Primary and Foreign Keys in the Relationships Window
- Working with Subdatasheets

### Lesson 4: Querying the Database

- The Select Query
- Add Criteria to a Query
- Add a Calculated Field to a Query
- Perform a Calculation on a Record
- Grouping

### Lesson 5: Designing Forms

- Form Design Guidelines
- Create AutoForms
- Create a Form Using the Form Wizard
- Modify the Design of a Form

### Lesson 6: Producing Reports

- Create an AutoReport
- Create a Report by Using the Wizard
- Examine a Report in Design View
- Add a Calculated Field to a Report
- Modify the Format Properties of a Control
- AutoFormat a Report
- Adjust the Width of a Report

### Lesson 7: 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

### Lesson 8: 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

### Lesson 9: Controlling Data Entry

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

### Lesson 10: Finding and Joining Data

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

### Lesson 11: Creating Flexible Queries

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

### Lesson 12: Improving Your Forms

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

### Lesson 13: 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

### Lesson 14: 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

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## Access 2003 - Level 2

Days of Training: 2

### Overview

In this course, student will extend their knowledge into some of the more specialized and advanced capabilities.

### Prerequisites

Access 2003 - Level 1

### Lesson 1: Structuring Existing Data

- Import Data
- Analyze Tables
- Create a Junction Table
- Improve Table Structure

### Lesson 2: Writing Advanced Queries

- Create Unmatched and Duplicates Queries
- Group and Summarize Records Using the Criteria Field
- Summarize Data with a Crosstab Query
- Create a PivotTable and a PivotChart
- Display a Graphical Summary on a Form

### Lesson 3: Simplifying Tasks with Macros

- Create a Macro
- Attach a Macro to a Command Button
- Restrict Records Using a Where Condition

### Lesson 4: Adding Interaction and Automation with Macros

- Require Data Entry with a Macro
- Display a Message Box with a Macro
- Automate Data Entry

### Lesson 5: Making Forms more Effective

- Change the Display of Data Conditionally
- Display a Calendar on a Form
- Organize Information with Tab Pages

### Lesson 6: Making Reports More Effective

- Cancel Printing of a Blank Report
- Include a Chart in a Report
- Arrange Data in Columns
- Create a Report Snapshot

### Lesson 7: Maintaining an Access Database

- Link Tables to External Data Sources
- Back Up a Database
- Compact and Repair a Database
- Protect a Database with a Password
- Determine Object Dependency
- Document a Database
- Analyze the Performance of a Database

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## Access 2003 - Level 3

Days of Training: 1

### Overview

In this course, students will learn remote database management, how to exchange data with XML and other type applications, and how to automate your business processes by using VBA code.

### Prerequisites

Windows XP (New Version) - Level 1  
Windows XP (New Version) - Level 2  
Access 2003 - Level 1  
Access 2003 - Level 2

### Lesson 1: Making Your Data Available on the Web

- Create a Data Access Page by Using the Wizard
- Improve the Presentation of the Data Access Page
- Viewing Data Access Pages with the Browser
- Edit Data Using the Data Access Page
- Group Records in the Data Access Page

### Lesson 2: Developing a Data Access Page in Design View

- Create a Data Access Page in Design View
- Incorporate a ComboBox in the Data Access Page
- Test the New Record Function of the Data Access Page
- Develop a PivotTable with the Office PivotTable Tool
- Develop a PivotChart

### Lesson 3: Integrating Access into Your Business

- Import XML Data into an Access Database
- Export Access Data to XML Format
- Share Data with Other Office Applications

### Lesson 4: Automating a Business Process with VBA

- Create a Standard Module
- Develop Code
- Call a Procedure from a Form
- Run the Procedure

### Lesson 5: Creating a Switchboard and Setting the Startup Options

- Create a Database Switchboard
- Modify a Database Switchboard
- Set the Startup Options
- Modify the Startup Options

### Lesson 6: Distributing and Securing the Database

- Split a Database
- Implement Security
- Set Passwords
- Encode and Decode a Database
- Convert an Access Database to an MDE File

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