

Course overview:

Access 2003 Intermediate

(C2401eng)



**the courseware
company**

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Overview and objectives

This course will help students to obtain the skills required to create a relational database. Students will learn relational database concepts and practice and understand the importance of documenting and maintaining database files.

Students will learn to customise forms, reports, and Data Access Pages in design view. Finally, students will be able to calculate and summarise data and import and export data in different formats for different purposes, like mail merge, analysis, or reporting.

Target audience

Those wanting to design relational database structures using Access and master the design and customisation tools available for queries, forms, and reports.

With its companion course, Microsoft Access Introduction, you can use this course to prepare for Microsoft Office Specialist Access Core Objectives. A document mapping lessons in the course to certification objectives is provided on the course data disk.

Course prerequisites

Ideally, you will have completed the course "Microsoft Access 2003 Introduction". You should be able to use Microsoft Access to create a database, tables, queries, forms, and reports.

Course content

Access 2003 - Designing a Relational Database

- Describe basic principles of relational database management systems • Split a database into relational tables using key fields • Understand the importance of referential integrity • Design a table for a relational database

Access 2003 - Creating Table Relationships

- Create and edit table relationships • Arrange tables in the Relationship window • Enforce referential integrity • Use the Lookup Wizard • Modify a lookup list • Display related records in a subdatasheet

Access 2003 - Joining Tables with Queries

- Create and modify a multi-table select query • Specify join properties for relationships • Understand the effect of join types in a query • Use self joins and cross joins

Access 2003 - Enforcing Referential Integrity

- Use the Find Unmatched and Find Duplicates Query Wizards • Set Cascade Update and Cascade Delete options

Access 2003 - Summarising and Calculating Data

- Create a query to summarise values • Add a calculated field to query output • Apply query properties • Add a calculated field to form or report • Use the Expression Builder to create expressions

Access 2003 - Creating a Summary Report

- Create a summary report using the Report Wizard • Modify group properties • Add and remove group headers and footers • Modify group and detail section sort orders • Modify report section properties

Access 2003 - Using Parameter and Crosstab Queries

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- Create a parameter query • Create a crosstab query



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Access 2003 - Designing Forms and Reports

- Create a new form or report in design view • Understand the use of different sections • Display, hide, and resize a section • Modify form/report, section, and control properties • Add a bound control • Use the Control Wizard to add a control (list box, combo box, check box, option group) • Add a hyperlink control

Access 2003 - Modifying Controls

- Select a single control or multiple controls • Move, resize, align, and distribute controls • Change the tab order of controls on a form • Identify and resolve errors • Modify control properties • Insert a graphic control • Set control defaults • Create a form/report template

Access 2003 - Importing Data

- Import data from different sources (spreadsheet, text file, database, Outlook/Exchange Address Book) • Use Drag-and-Drop and the Clipboard to copy and paste data

Access 2003 - Exporting Data

- Export a table or query to Excel • Export data to Word and complete a mail merge • Create a report snapshot • Save data in other file formats • Export data objects to a different database • Save a table, query, or form as a web page • Export data to XML

Access 2003 - Designing a Data Access Page

- Create a Data Access Page • Modify the connection properties of a data access page • Use the grouping and sorting features of a data access page • Modify the design of a data access page • Add and modify fields and controls • Delete a data access page

Access 2003 - Managing the Database File

- Document database structure • Identify object dependencies • Compact and repair a database • Apply password protection to a database file • Encrypt and decrypt a database • Convert a database between different Access versions

Glossary

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