Microsoft Office Access 2003 Level 2

- **Course Number:** 084461
- **Course Length:** 1 Day

Course Overview

As you begin this course, you should have the basic skills you need to work with a Microsoft® Office Access 2003 databases. This includes working with Access tables, relationships, queries, forms, and reports. But thus far you have been focusing on essential database user skills only. 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 (basic familiarity with Access tables, relationships, queries, forms, and reports) from another source:

- Microsoft Access 2003: Level 1

A basic understanding of Microsoft® Excel and Microsoft® Word would also be helpful, but is not required.

Audience

Microsoft® Access 2003: Level 2 is designed for the student who wishes to learn intermediate-level operations of the Microsoft® Access program. The Level 2 course is for the individual whose job responsibilities include creating new databases, tables, and relationships, as well as working with and revising intermediate-level queries, forms, and reports. It also introduces the student to integrating Access data with other applications such as Microsoft® Word or Excel. This course is also designed for students pursuing the Microsoft Office Specialist Certification for Access 2003, and it is a prerequisite to taking more advanced courses in Access 2003.

Course Outline

**Course Introduction**

Course Introduction

**Lesson 01: Planning a Database**

Planning a Database
The Relational Database Design Process
Relational Database Design Process
Statement of Purpose
Existing Data
Group Fields into Tables
Group Fields into Tables - example
Data Normalization Guidelines
Data Normalization - examples
Blank Values
Data Denormalization
Designate Primary and Foreign Keys
Primary Key - example
Lesson 01 - Review

Lesson 02: Building the Structure of a Database 31m
Building the Structure of a Database
Create a New Database
Create a Table Using a Wizard
Create Tables in Design Views
Demo - Create Database
Create Relationships Between Tables
Demo - Create Relationships Between Tables
Enforce Referential Integrity
How to Create Relationships Between Tables
Lesson 02 - Review

Lesson 03: Controlling Data Entry 24m
Controlling Data Entry
Field Properties
Create an Input Mask
Demo - Validation
Create a Lookup Field
How to Create a Lookup Field
Lesson 03 - Review

Finding and Joining Data
Find Data with Filters
Saving a Filter
How to Find Data with Filters
Using Criteria to Filter Records
Demo - Filters
Create Query Joins
Self Join
How to Create a Query Join
Query Types
Join Unrelated Tables
Lesson 04 - Review

Lesson 05: Creating Flexible Queries 30m
Creating Flexible Queries
Set Select Query Properties
How to Set Select Query Properties
Create Parameter Queries
The Like Operator and Wildcards
Demo - Flexible
How to Create Parameter Queries
Demo - Parameter
Action Queries (1)
Action Queries (2)
Demo - Action
Action Queries (3)
How to Create Action Queries
Lesson 05 - Review

Lesson 06: Improving Your Forms
Improving Your Forms
Enhance the Appearance of a Form
Form Design View
The Form Design View Window
Formatting Palettes
How to Enhance the Appearance of a Form
Demo - Elements
Restrict Data Entry in Forms
Combo Box Control
List Box Control
Demo - Combo
Options Box Group
How to Restrict Data Entry in Forms
Command Button
How to Add Command Buttons
Subform
How to Create a Subform
Lesson 06 - Review

Lesson 07: Customizing Your Reports
Customizing Your Reports
Organize Report Information
Report Design Enhancements
Report Design View
How to Organize Report Information
Demo - Organize Report
Add a Report Grouping Section Manually
Display Properties
How to Set Report Control Properties
Export Data to a Text File
How to Merge Access Data with a Word Document
Lesson 07 - Review

Lesson 08: Expanding the Reach of Your Data
Expanding the Reach of Your Data
Publish Access Data as a Word Document
Demo - Publish Access Data as a Word Document
How to Analyze Access Data in Excel
How to Merge Access Data with a Word Document
How to Export Data to a Text File
Demo - Delimited
Lesson 08 - Review
Course Closure

Total Duration: 3h 15m