

Microsoft Office Access 2003 L3

- Course Number: 084462
- Course Length: 1 Day

Course Overview

Your training in and use of Microsoft® Office Access 2003 has provided you with a solid foundation in the basic and intermediate skills for working in Microsoft® Office Access 2003. You're now ready to extend your knowledge into some of the more specialized and advanced capabilities.

Prerequisites

To ensure the successful completion of Microsoft® Office Access 2003: Level 3, we recommend completion of the following Element K courses, or equivalent knowledge (familiarity with basic and intermediate features of Access tables, relationships, queries, forms, and reports) from another source:

- Microsoft® Office Access 2003: Level 1
- Microsoft® Office Access 2003: Level 2

Audience

This course is designed for the student who wishes to learn intermediate and advanced operations of the Microsoft® Office Access 2003 database program. The Level 3 course is for the individual whose job responsibilities include working with heavily related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance. It is also designed as one in a series of courses for students pursuing the Microsoft® Office Specialist Certification for Microsoft® Office Access 2003, and it is a prerequisite to taking more advanced courses in Microsoft® Office Access 2003.

Course Outline

<u>Course Introduction</u>	4m
Course Introduction	
<u>Lesson 1 - Structuring Existing Data</u>	51m
Structuring Existing Data	
Import Data	
Procedure Reference: Import Data	
Demo - Import Data	
First Normal Form	
Second Normal Form	
Second Normal Form Example	
Third Normal Form	
Third Normal Form Example	

Transitive Dependency
Analyze Tables
Demo - Analyze Tables
Many-to-Many Relationships
Create a Junction Table
Junction Table
How to Create a Junction Table
Improve Table Structure
Demo - Junction
Demo - Table Structure
Lesson 1 Review

Lesson 2 - Writing Advanced Queries

34m

Writing Advanced Queries
Create Unmatched and Duplicates Queries
Create an Unmatched Query
Create a Duplicates Query
Demo - Duplicate Query
The Criteria Field
How to Group and Summarize Records
Demo - Summarize
Crosstab Query
How to Summarize Data with a Crosstab Query
Demo - Crosstab Pivot
Create a PivotTable and a PivotChart
How to Create a PivotTable and a PivotChart
Display a Graphical Summary on a Form
Lesson 2 Review

Lesson 3 - Simplifying Tasks with Macros

21m

Simplifying Tasks with Macros
Create a Macro
The Macro Window
How to Create a Macro
Attach a Macro to a Command Button
Object Event Categories
How to Attach a Macro to a Command Button
Demo - Macro
The Where Condition
How to Restrict Records Using a Where Condition
Demo - Macro Expressions
Lesson 3 Review

Lesson 4 - Adding Interaction and Automation with Macros

30m

Adding Interaction and Automation with Macros

Require Data Entry with a Macro

Common Event Properties

Validating Data with Macros

Plan a Macro

Display a Message Box with a Macro

Demo - Data Entry

Automate Data Entry

Events and Actions for Automating Data Entry

Demo - Conditions

Lesson 4 Review

Lesson 5 - Making Forms More Effective

27m

Making Forms More Effective

Conditionally

How to Change the Display of Data Conditionally

How to Display a Calendar on a Form

Form Properties

BorderStyle Settings

Organize Information with Tab Pages

How to Organize Information with Tab Pages

Demo - Conditional Calendar

Lesson 5 Review

Lesson 6 - Making Reports More Effective

17m

Making Reports More Effective

How to Cancel Printing of a Blank Report

Report Events

How to Include a Chart in a Report

Demo - Blank report

How to Arrange Data in Columns

Report Snapshot

How to Create a Report Snapshot

Lesson 6 Review

Lesson 7 - Maintaining an Access Database

26m

Maintaining an Access Database

Link Tables to External Data Sources

Demo - Link Tables

How to Back Up a Database

How to Compact and Repair a Database

How to Protect a Database with a Password

Object Dependency Task Pane

Database Documenter
Performance Analyzer
Demo - Database Utilities
Lesson 6 Review
Course Closure

Total Duration: 3h 32m