



## **Access 2003 Advanced**

### **One Day Training Course**

#### **Course Description**

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.

#### **Course Objective:**

You will create complex Access databases using forms, reports, and macros.

#### **Target Student:**

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.

#### **Performance-Based Objectives**

Upon successful completion of this course, students will be able to:

- restructure an existing set of data to improve the design of a database.
- use a variety of techniques to summarize and present data with queries.
- create and revise basic Access macros.
- create macros that improve data entry efficiency and integrity.
- improve the effectiveness of data entry in forms.
- improve the effectiveness of data displayed in reports.
- maintain an Access database by using various utility tools.

#### **Course Content**

##### ***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 Cross tab 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

**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