



## **MS Access 2003 Intermediate**

### One Day Training Course

#### **Course Aims:**

This intensive course is designed to give existing Access 2003 users additional skills and knowledge on using the many features and functions of this software to make them more efficient and effective when processing data with Access. This entirely 'hands on' course will give participants experience in producing database applications and the ability to create a variety of data views, queries and reports.

#### **Course Outline:**

##### ***Review of Access Database Principles***

- Storage of Data (Task 1)
- Viewing, Entering & Editing Data (Task 2)
- Searching For & Asking Questions of the Data (Task 3)
- Printing Reports (Task 4)
- Automating Tasks

##### ***Performance & Database Design***

- Objectives when Designing a Database
- Database Design
- Indexes and Keys
- Creating an Index
- Which Fields to Index?
- Multiple Field Indexes
- Relational Database Design
- Designing Tables
- Relational Database - Definition
- Creating a Relational Model
- Different Types of Links
- Setting up Indexes
- Primary Keys
- Relationships & Referential Integrity
- Using Look-Up Fields

##### ***Table Definition Components***

##### ***Designing Multi-Table Forms***

- Advantages of Forms in Access
- AutoForm; The Form Wizard
- Creating Multi-Table Forms
- Creating a Form Using Multiple Tables

##### ***The Form Design Work Surface***

- The Object Property Sheet
- The Field List; The Toolbar

##### ***Advanced Forms Design***

- Calculated Fields
- Expression Builder
- Field Display Types
- Command Buttons

##### ***Importing Data***

- Importing Tables from External Sources
- Append Query

##### ***Table Analyser***

- The Table Analyser

##### ***Querying a Database***

- What is a Database Query?
- Criteria
- Table Joins in Queries
- The Different Join Types
- Parameter Queries
- Find Duplicates Query
- Find Unmatched Query
- Cross tab Query

##### ***Reporting***

- Report Wizard
- Tabular Reports
- Using the Report Wizards

#### **Target Audience:**

Existing users of MS Access 2003 for Windows who want to get grips with some of the more advanced features of this package as quickly as possible.

#### **Assumed Knowledge:**

A basic understanding of PC's, Windows and MS Access 2003 is required, gained from previous experience or by attendance on a "MS Access 2003 Essentials" course.