

Microsoft Office Access 2003

Level 2

Course Description

The main objective of this courseware is to enhance your ability to create and use Access databases. You will advance your skills in designing queries, forms and reports, get an introduction to the creation of macros and Visual Basic program modules, and explore ways in which to make your databases work more efficiently. This courseware is designed for the student who is already able to create and use simple Access databases and wishes to learn to develop a fully functional database management system. On successful completion of this courseware, you will be able to:

- use advanced field properties
- work with multiple tables
- create and use Action Queries and other specialized queries
- add bound and unbound controls to forms and reports
- create and use subforms and subreports
- create command buttons and define control events
- create a switchboard
- add hyperlinks to database objects
- save database objects as web pages
- create and use simple macros
- create and use simple Visual Basic modules
- add security features to your database
- use analysis tools
- improve database performance

Basic Skills Checklist

The following list summarizes skills that students should be comfortable with for this courseware.

- | | |
|--|---|
| <input type="checkbox"/> start and run Access 2003 | <input type="checkbox"/> enter and edit data in a table |
| <input type="checkbox"/> use a mouse to select from menus, toolbars, prompts and screens | <input type="checkbox"/> sort and find information in a table |
| <input type="checkbox"/> create a database from scratch or with the Database Wizard | <input type="checkbox"/> filter records in a table |
| <input type="checkbox"/> create a table form scratch or with the Database Wizard | <input type="checkbox"/> establish relationships between tables |
| | <input type="checkbox"/> create and use forms |
| | <input type="checkbox"/> exit and save your work session |
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Courseware Outline

Advanced Table Design

Objectives of Section 1
 Advanced Field Properties
 - Using Input Masks
 - Using Validation Rules
 - Default Values and Required Fields
 - Indexed Fields
 Using Lookup Fields
 - Entering Lookup Data Manually
 - Using the Lookup Wizard
 Linking Tables
 Summary of Section 1
 Review Questions

Advanced Queries

Objectives of Section 2
 Select Queries from Multiple Tables
 - Inner and Outer Joins
 - Unmatched Queries
 Specialized Select Queries
 - Parameter Queries
 - Unique Queries
 - Duplicate Queries
 Summary Queries
 - Total Queries
 - Crosstab Queries
 Action Queries
 - Make Table Queries
 - Delete Queries
 - Append Queries
 - Update Queries
 Queries from Filters
 Summary of Section 2
 Review Questions

Advanced Forms, Reports and Pages

Objectives of Section 3
 Features of Forms & Reports
 - Working with Sections
 Creating Forms & Reports from Scratch
 - Creating a Form in Design View
 - Creating a Report in Design View
 Working with Properties
 - Using the Property Sheet
 - Format Tab
 - Data Tab
 - Other Tab

Using Unbound & Bound Controls

- Applying Images
- Using List Boxes and Combo Boxes
- Using Check Boxes
- Using Option Groups

Creating Subforms & Subreports
 - Creating a Subform with the Form Wizard
 - Using the Subform/Subreport Tool
 - Dragging & Dropping Subforms

Publishing to the Web

- Exporting to HTML
- Data Access Pages

Summary of Section 3

Review Questions

Advanced Controls

Objectives of Section 4
 Charting Data
 - Creating a Freestanding Chart
 - Embedding a Chart
 Using Command Buttons
 - Record Navigation and Operation
 - Opening Another Form
 - Creating a Switchboard
 - Switchboard Display Options

Summary of Section 4

Review Questions

Internet & Programming

Objectives of Section 5
 Looking at Internet Tools
 - Using Hyperlinks
 - Adding a Web Browser Control
 Publishing Data on the Internet
 - Exporting to Static HTML
 - Exporting to an XML File
 - Importing an XML File
 - Dynamic Data Access Pages
 - Grouping and Sorting with Pages
 - Creating a Page with a Pivot Table

Introducing Macros
 Introducing Visual Basic
 - Event Procedures
 Summary of Section 5
 Review Questions

Security & Database Tools

Objectives of Section 6
 Database Security
 - Database Passwords
 - Workgroup Security
 - Encrypting and Decrypting Databases
 - Converting the Database to MDE
 Setting Database Options
 - Access Options
 - Startup Options
 Database Administration
 - Improving Database Performance
 - Database Splitter
 - Linked Table Manager
 - Database Replication
 - Converting to Previous Version of Access
 Summary of Section 6
 Review Questions

Appendices

Projects and Case Studies
 Productivity Tools
 Glossary of Terms
 Answers to Review Questions
 Index