

Microsoft Office Access 2003 (Intermediate)

IN BRIEF

Delivery: Instructor Led

Duration: One day

Class size: 10 Students Max.

Inclusions: Microsoft Access 2003 expert instructor, comprehensive course manual, individual computer access and refreshments.

Audience: This course is primarily designed for people who need to know how to work with data in existing databases.

Prerequisites: This course assumes a basic knowledge of Microsoft Access 2003, especially building a database file and data tables. It would also be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

Products Covered:
Microsoft Access 2003

Further training:
Microsoft Access 2003 (Advanced)

Course Description

This one day, instructor-led course will provide participants with the skills required to sort, filter, and query data, to validate data prior to data entry, and to build a small menu system to manage a database.

Objectives

At the completion of this course, participants will be able to:

- Keep your database running smoothly and quickly
- Import and export data to and from a database
- Link and unlink tables
- Format the form canvas
- Group and sort data in a report
- Sort and customise query results
- Recognize and use various action queries

Topics Covered

Using my computer within access

Performing basic tasks with my computer
Changing views with my computer
Using the my places toolbar

Database management

Repairing a database
Compacting a database
Backing up your database
Editing database properties

Saving your files

Using the save as dialogue
Using object properties
Using autorecover

Exporting files

Exporting to word/excel
Exporting to older versions of access
Exporting vs. save as

Linking files

Linking to an excel spreadsheet or database
Creating a hyperlink
Inserting an object

Customizing tables

Adding a primary key to a table
Inserting, deleting, and moving fields
Importing a table from another source
Formatting tables
Changing field data types

Controlling table data entry

Setting values
Creating and using input masks
Creating and removing table relationships

Managing table data entry

How to validate data
Lookup fields
Modifying a value list

Basic form controls

Adding a control
Cutting, copying, pasting
Formatting a control

Advanced form controls

Modifying a control's properties
Changing a control's data source
Creating a calculated control
Using form properties

Formatting a form

Formatting gridlines
Modifying the font
Adding images
Using autoformat

Organizing report data

Adding and removing fields
Using report sections
Grouping and sorting in a report
Changing group properties
Using calculated controls in a report

Formatting reports

Formatting gridlines
Modifying the font
Adjusting the layout of your report

Common report tasks

Adding a photo
Adjusting page properties
Using the label wizard
Basic queries
Review of queries
Creating, sorting and filtering a query
Hiding fields

Using and/or/if operators

Multiple table queries

Creating a multiple table query
Creating a calculated field
Using the expression builder
Using queries to summarize
Using make-table queries

Management (action) queries

Append queries
Delete queries
Update queries
Exporting queries