

# Microsoft® Office Access 2003: Level 2

Course length: 1.0 day

## Course Description

As you begin this course, you should have the basic skills you need to work with a Microsoft® Office Access 2003 databases. This includes working with Access tables, relationships, queries, forms, and reports. But thus far you have been focusing on essential database user skills only. In this course you will consider how to design and create a new Access database, how to customize database components, and how to share Access data with other applications.

**Course Objective:** You will design and create a new Access database; improve queries, forms, and reports; and integrate Microsoft® Office Access 2003 with other applications.

**Target Student:** Microsoft® Access 2003: Level 2 is designed for the student who wishes to learn intermediate-level operations of the Microsoft® Access program. The Level 2 course is for the individual whose job responsibilities include creating new databases, tables, and relationships, as well as working with and revising intermediate-level queries, forms, and reports. It also introduces the student to integrating Access data with other applications such as Microsoft® Word or Excel. This course is also designed for students pursuing the Microsoft Office Specialist Certification for Access 2003, and it is a prerequisite to taking more advanced courses in Access 2003.

**Prerequisites:** To ensure the successful completion of Microsoft Access 2003: Level 2, we recommend completion of the following courses, or equivalent knowledge (basic familiarity with Access tables, relationships, queries, forms, and reports) from another source:

- Microsoft Access 2003: Level 1

A basic understanding of Microsoft® Excel and Microsoft® Word would also be helpful, but is not required.

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

## Objectives

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

- follow the steps required to properly design a simple database.
- create a new database with related tables.
- control data entry by modifying the design of a table to streamline data entry and maintain data integrity.
- find and retrieve desired data by using filters and joins between tables and within a single table.
- create flexible queries to display specified records; allow for user-determined query criteria; and add, update, and delete data with queries.
- enhance the appearance, data entry, and data access capabilities of your forms.
- customize reports to better organize the displayed information and produce specific print layouts such as mailing labels.
- use Access data in other applications, including Microsoft Word and Excel.

# Course Content

## Lesson 1: Planning a Database

- Topic 1A: Design a Relational Database
- Topic 1B: Identify Database Purpose
- Topic 1C: Review Existing Data
- Topic 1D: Determine Fields
- Topic 1E: Group Fields into Tables
- Topic 1F: Normalize the Data
- Topic 1G: Designate Primary and Foreign Keys

## Lesson 2: Building the Structure of a Database

- Topic 2A: Create a New Database
- Topic 2B: Create a Table Using a Wizard
- Topic 2C: Create Tables in Design View
- Topic 2D: Create Relationships between Tables

## Lesson 3: Controlling Data Entry

- Topic 3A: Restrict Data Entry with Field Properties
- Topic 3B: Create an Input Mask
- Topic 3C: Create a Lookup Field

## Lesson 4: Finding and Joining Data

- Topic 4A: Find Data with Filters
- Topic 4B: Create Query Joins
- Topic 4C: Join Unrelated Tables
- Topic 4D: Relate Data Within a Table

## Lesson 5: Creating Flexible Queries

- Topic 5A: Set Select Query Properties
- Topic 5B: Create Parameter Queries
- Topic 5C: Create Action Queries

## Lesson 6: Improving Your Forms

- Topic 6A: Enhance the Appearance of a Form
- Topic 6B: Restrict Data Entry in Forms
- Topic 6C: Add Command Buttons
- Topic 6D: Create a Subform

## Lesson 7: Customizing Your Reports

- Topic 7A: Organize Report Information
- Topic 7B: Set Report Control Properties
- Topic 7C: Control Report Pagination
- Topic 7D: Summarize Information
- Topic 7E: Add a Subreport to an Existing Report
- Topic 7F: Create Mailing Labels

## Lesson 8: Expanding the Reach of Your Data

- Topic 8A: Publish Access Data as a Word Document
- Topic 8B: Analyze Access Data in Excel
- Topic 8C: Export Data to a Text File
- Topic 8D: Merge Access Data with a Word Document