



Microsoft® Office Access 2003: Level 2

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.

Performance-Based 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

Appendix A: Microsoft Office Specialist Program