

Course ID

M-ACCESS03L2

Course Duration

1 day

Course Title

Microsoft Office Access 2003: Level 2

Related Courses

- Microsoft Office Access 2003: Level 3 (M-ACCESS03L3, 1 day)
- Microsoft Office Access 2003: Level 4 (M-ACCESS03L4, 1 day)

Aimed At

Those with some exposure to Access who wish to become more savvy Access users or prepare for the Microsoft Office Specialist Certification for Access 2003.

Group Size

5-15

Prerequisites

- Microsoft Office Access 2003: Level 1 (M-ACCESS03L1, 1 day)

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

Course in a Nutshell

If you have a working knowledge of Microsoft® Access, this course will help you build on your existing skills. It will show you how to design and create new databases, tables, and relationships, customize database components, enhance forms and reports, perform queries more efficiently, and expand the reach of your databases by integrating Access 2003 with other MS Office applications such as Word or Excel.

This course is part of a set of courses aimed at helping you master the Microsoft Office Specialist (MOS) skill sets. MOS certification is a globally recognized standard for demonstrating expertise in specific Microsoft products. Certification candidates must pass one or more product proficiency examinations to earn Office Specialist certification.

Customize It!

Customize this course to your specific background and job requirements at little-to-no additional cost. We'll tailor the topics included in the course, the emphasis each topic receives, the pace of coverage, and the choice of hands-on exercises to suit your particular needs. If you have an interest in a particular area, let us know, so we can be sure to address it.

Learn How To

Upon successful completion of this course, you 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 Outline

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

Wrap-up

- Microsoft Office Specialist Program
- Recap, Q/A, Evaluations

Lab Requirements

Hardware Requirements: This course requires one computer for each participant and one for the instructor. The computers should have the following minimum configuration:

- A 233 MHz Pentium-class processor if you use Windows XP Professional as your operating system; 300 MHz is recommended.
- A 133 MHz Pentium-class processor if you use Windows 2000 Professional as your operating system.
- 128 MB of RAM.
- A 5 GB hard disk or larger if you use Windows XP Professional as your operating system. You should have at least 600 MB of free hard-disk space available for the Office installation.
- A 3 GB hard disk or larger if you use Windows 2000 Professional as your operating system. You should have at least 600 MB of free hard-disk space available for the Office installation.
- A floppy disk drive.
- A mouse or other pointing device.
- An 800 x 600 resolution monitor.
- Network cards and cabling for local network access.
- Internet access (see your local network administrator).
- A printer (optional).

- A projection system to display the instructor's computer screen.

Platform and Software Requirements:

- Either Windows XP Professional with Service Pack 1, or Windows 2000 Professional with Service Pack 3
- Microsoft® Office Professional Edition 2003.

How You Will Learn

- An experienced I/T professional will teach this class in workshop (interactive lecture/lab) format.
- Hands-on exercises will help you understand each topic and make a bridge from theory to application.
- The instructor will offer real-life examples, applications, and case studies to enrich the class and drive home the essential points.
- You'll learn dos and don'ts, both the tricks of the trade as well as the hidden pitfalls.
- The participant handbooks will provide you with a structure to which you can add information and insight provided in real-time, turning it into a valuable reference resource you can take back to your job.

Revised

August 13, 2006