

Course ID

M-ACCESS03L3

Course Duration

1 day

Course Title

Microsoft Office Access 2003: Level 3

Related Courses

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

Aimed At

Those with a good knowledge of Access who wish to learn its more advanced functionality or prepare for the Microsoft® Office Specialist Certification for Microsoft® Office Access 2003.

Group Size

5-15

Prerequisites

- Microsoft® Office Access 2003: Level 1 (M-ACCESS03L1, 1 day)
- Microsoft® Office Access 2003: Level 2 (M-ACCESS03L2, 1 day)

Course in a Nutshell

If you have taken the first two of our four courses on Access and are ready for the more specialized and advanced capabilities, this course is for you. In this course, we will show you how to work with heavily related tables, create advanced queries, forms, and reports, write macros to automate common tasks, and perform general database maintenance. This will help you tackle the more complex databases with confidence.

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:

- Restructure an existing set of data to improve the design of a database.
- Use a variety of techniques to summarize and present data with queries.
- Create and revise basic Access macros.
- Create macros that improve data entry efficiency and integrity.
- Improve the effectiveness of data entry in forms.
- Improve the effectiveness of data displayed in reports.
- Maintain an Access database by using the various utility tools.

**Course
Outline**

Lesson 1: Structuring Existing Data

- Topic 1A: Import Data
- Topic 1B: Analyze Tables
- Topic 1C: Create a Junction Table
- Topic 1D: Improve Table Structure

Lesson 2: Writing Advanced Queries

- Topic 2A: Create Unmatched and Duplicates Queries
- Topic 2B: Group and Summarize Records Using the Criteria Field
- Topic 2C: Summarize Data with a Crosstab Query
- Topic 2D: Create a PivotTable and a PivotChart
- Topic 2E: Display a Graphical Summary on a Form

Lesson 3: Simplifying Tasks with Macros

- Topic 3A: Create a Macro
- Topic 3B: Attach a Macro to a Command Button
- Topic 3C: Restrict Records Using a Where Condition

Lesson 4: Adding Interaction and Automation with Macros

- Topic 4A: Require Data Entry with a Macro
- Topic 4B: Display a Message Box with a Macro
- Topic 4C: Automate Data Entry

Lesson 5: Making Forms More Effective

- Topic 5A: Change the Display of Data Conditionally
- Topic 5B: Display a Calendar on a Form
- Topic 5C: Organize Information with Tab Pages

Lesson 6: Making Reports More Effective

- Topic 6A: Cancel Printing of a Blank Report
- Topic 6B: Include a Chart in a Report
- Topic 6C: Arrange Data in Columns
- Topic 6D: Create a Report Snapshot

Lesson 7: Maintaining an Access Database

- Topic 7A: Link Tables to External Data Sources
- Topic 7B: Back Up a Database
- Topic 7C: Compact and Repair a Database
- Topic 7D: Protect a Database with a Password

- Topic 7E: Determine Object Dependency
- Topic 7F: Document a Database
- Topic 7G: Analyze the Performance of a Database

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.

Software and Platform Requirements

- Platform: Windows.
- 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