

MICROSOFT ACCESS 2002 / 2003

Intermediate Access Level Two

This intermediate level, three-part course in Microsoft's Access builds on the basics covered in Level One. This class is appropriate for students who feel comfortable creating basic tables and running simple queries, but who want to learn the more advanced features of Access.

The course focuses on the advanced use of the basics (Tables, Forms, Reports, and Queries). Students learn to control the properties of tables, create custom forms, work with various types of queries, and create advanced reports.

Prerequisites:

- Experience equivalent to Introduction to Windows.
- Access Level 1 or equivalent experience.

Course Outline

Table Properties

- The Database Window
- Field properties
- Input masks
- Field validation
- Table look-up
- Secondary indices

Relationships

- The Relational Database Model
- Types of relationships
- Linking tables
- Referential integrity

Advanced Form Design

- Controls
- Tab Order
- Simple controls (toggle buttons, check boxes, option buttons)
- Control Wizards
- Advanced controls (option groups, list boxes, combo boxes)
- Calculated Expressions
- Properties Of Controls
- Table Properties vs. Form Properties
- Multi-Table Forms
- Working with Subforms
- Subform Properties

Grouping and Totals Queries

- Calculated Fields
- Calculated Totals in Queries
- Advanced Calculated Totals
- A Query Based on a Query

Action Queries

- Make Table Query
- Update Query
- Append Query
- Appending Data
- Delete Query

Query Wizards

- Cross-Tab Wizard
- Find Duplicates Wizard
- Find Unmatched Wizard

Grouping In Reports

- Sorting
- Grouping
- Report Bands
- Group Header and Footer Properties

Calculated Fields In Reports

- Adding a Calculated Field to a Report
- Working with Fields
- Changing the Report Data Source
- Working with Sums
- Subreports

PIONEER TRAINING

139B Damon Road

Suite 2

Northampton, MA 01060

(413) 387-1040

FAX (413) 586-0545

Email: info@ptraining.com

<http://www.ptraining.com>

PIONEER TRAINING

139B Damon Road

Suite 2

Northampton, MA 01060

(413) 387-1040

FAX (413) 586-0545

Email: *info@ptraining.com*

<http://www.ptraining.com>