



Access 2003 - Intermediate Level

Full Day

Students will learn how to enhance their database designs by using the principles of normalization and table relationships and how to query multiple tables for data that is used in customized forms and reports. They will also learn how to create data access pages to share data over an intranet or the Internet. Participants of this course should understand basic concepts involved in working with a personal computer (PC) and be familiar with Windows. Knowledge of Access 2003, level 1 or equivalent.

Planning a Database Design a Relational Database

- Identify Database Purpose
- Review Existing Data
- Determine Fields
- Group Fields into Tables
- Normalize the Data
- Designate Primary and Foreign Keys

Building the Structure of a Database

- Create a New Database
- Create a Table Using a Wizard
- Create Tables in Design View
- Create Relationships between Tables

Controlling Data Entry

- Restrict Data Entry with Field Properties
- Create an Input Mask
- Create a Lookup Field

Finding and Joining Data

- Find Data with Filters
- Create Query Joins
- Join Unrelated Tables
- Relate Data Within a Table

Creating Flexible Queries

- Set Select Query Properties
- Create Parameter Queries
- Create Action Queries

Improving Your Forms

- Enhance the Appearance of a Form
- Restrict Data Entry in Forms
- Add Command Buttons
- Create a Subform

Customizing Your Reports

- Organize Report Information
- Set Report control Properties
- Control Report Pagination
- Summarize Information
- Add a Subreport to an Existing Report
- Create Mailing Labels

Expanding the Reach of Your Data

- Publish Access Data as a Word Document
- Analyze Access Data in Excel
- Export Data to a Text File
- Merge Access Data with a Word Document