Microsoft® Office Access 2003: Level 1

Access Training Course Content

Lesson 1: An Overview of Access 2003
  1A: Relational Databases
  1B: The Access Environment
  1C: The Database Environment
  1D: Examine an Access Table

Lesson 2: Managing Data
  2A: Examine an Access Form
  2B: Add and Delete Records
  2C: Sort Records
  2D: Display Record Sets
  2E: Update Records
  2F: Run a Report

Lesson 3: Establishing Table Relationships
  3A: Identify Table Relationships
  3B: Identify Primary and Foreign Keys in the Relationships Window
  3C: Working with Subdatasheets

Lesson 4: Querying the Database
  4A: The Select Query
  4B: Add Criteria to a Query
  4C: Add a Calculated Field to a Query
  4D: Perform a Calculation on a Record Grouping

Lesson 5: Designing Forms
  5A: Form Design Guidelines
  5B: Create AutoForms
  5C: Create a Form Using the Form Wizard
  5D: Modify the Design of a Form

Lesson 6: Producing Reports
  6A: Create an AutoReport
  6B: Create a Report by Using the Wizard
  6C: Examine a Report in Design View
  6D: Add a Calculated Field to a Report
  6E: Modify the Format Properties of a Control
  6F: AutoFormat a Report
  6G: Adjust the Width of a Report
Microsoft® Office Access 2003: Level 2

Access Training Course Content

Lesson 1: Planning a Database
1A: Design a Relational Database
1B: Identify Database Purpose
1C: Review Existing Data
1D: Determine Fields
1E: Group Fields into Tables
1F: Normalize the Data
1G: Designate Primary and Foreign Keys

Lesson 2: Building the Structure of a Database
2A: Create a New Database
2B: Create a Table Using a Wizard
2C: Create Tables in Design View
2D: Create Relationships between Tables

Lesson 3: Controlling Data Entry
3A: Restrict Data Entry with Field Properties
3B: Create an Input Mask
3C: Create a Lookup Field

Lesson 4: Finding and Joining Data
4A: Find Data with Filters
4B: Create Query Joins
4C: Join Unrelated Tables
4D: Relate Data Within a Table

Lesson 5: Creating Flexible Queries
5A: Set Select Query Properties
5B: Create Parameter Queries
5C: Create Action Queries

Lesson 6: Improving Your Forms
6A: Enhance the Appearance of a Form
6B: Restrict Data Entry in Forms
6C: Add Command Buttons
6D: Create a Subform

Lesson 7: Customizing Your Reports
7A: Organize Report Information
7B: Set Report Control Properties
7C: Control Report Pagination
7D: Summarize Information
7E: Add a Subreport to an Existing Report
7F: Create Mailing Labels

Lesson 8: Expanding the Reach of Your Data
8A: Publish Access Data as a Word Document
8B: Analyze Access Data in Excel
8C: Export Data to a Text File
8D: Merge Access Data with a Word Document
Microsoft® Office Access 2003: Level 3

Access Training Course Content

Lesson 1: Structuring Existing Data
1A: Import and Link Data Tables
1B: Analyze Tables
1C: Improve Table Structure

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

Lesson 3: Simplifying Tasks with Macros
3A: Create a Macro
3B: Attach a Macro to a Command Button
3C: Restrict Records Using a Where Condition

Lesson 4: Adding Interaction and Automation with Macros
4A: Require Data Entry with a Macro
4B: Display a Message Box with a Macro
4C: Automate Data Entry

Lesson 5: Making Forms More Effective
5A: Change the Display of Data Conditionally
5B: Display a Calendar on a Form
5C: Organize Information with Tab Pages

Lesson 6: Making Reports More Effective
6A: Cancel Printing of a Blank Report
6B: Include a Chart in a Report
6C: Arrange Data in Columns
6D: Create a Report Snapshot

Lesson 7: Maintaining an Access Database
7A: Link Tables to External Data Sources
7B: Back Up a Database
7C: Compact and Repair a Database
7D: Protect a Database with a Password
7E: Determine Object Dependency
7F: Document a Database
7G: Analyze the Performance of a Database
Microsoft® Office Access 2003: Level 4

Access Training Course Content

Lesson 1: Making Your Data Available on the Web
1A: Create a Data Access Page by Using the Wizard
1B: Improve the Presentation of the Data Access Page
1C: Viewing Data Access Pages with the Browser
1D: Edit Data Using the Data Access Page
1E: Group Records in the Data Access Page

Lesson 2: Developing a Data Access Page in Design View
2A: Create a Data Access Page in Design View
2B: Incorporate a ComboBox in the Data Access Page
2C: Test the New Record Function of the Data Access Page
2D: Develop a PivotTable with the Office PivotTable Tool
2E: Develop a PivotChart

Lesson 3: Integrating Access into Your Business
3A: Import Data into an Access Database
3B: Export Access Data to another Format
3C: Share Data with Other Office Applications
3D: Discuss XML capabilities

Lesson 4: Automating a Business Process with VBA
4A: Create a Standard Module
4B: Develop Code
4C: Call a Procedure from a Form
4D: Run the Procedure

Lesson 5: Creating a Switchboard and Setting the Startup Options
5A: Create a Database Switchboard
5B: Modify a Database Switchboard
5C: Set the Startup Options
5D: Modify the Startup Options

Lesson 6: Distributing and Securing the Database
6A: Split a Database
6B: Implement Security
6C: Set Passwords
6D: Encode and Decode a Database
6E: Convert an Access Database to an MDE File