



Microsoft® Office Access 2003: Level 1

Course Specifications

Class Cost: \$ 355.50
Training Manual: \$ 35.00
Course Length: 1.5 day(s)
Course number: 084460
Software: Microsoft® Office Access 2003
Certification: Microsoft Office Specialist: Microsoft® Access 2003

Course Description

Most organizations maintain and manage large amounts of information. One of the most efficient and powerful information management computer applications is the relational database. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will be introduced to the concept of the relational database by using the Microsoft® Office Access 2003 relational database application and its information management tools.

Performance-based Objectives

Upon successful completion of this course, students will be able to:

- Examine the Microsoft® Office Access 2003 database application.
- Manage the data in a database.
- Examine existing table relationships.
- Query the database.
- Design simple forms.
- Create and modify Access reports.

Course Content

Level One

Lesson 1: An Overview of Access 2003

- Topic 1A: Understand Relational Databases
- Topic 1B: Examine the Access Environment
- Topic 1C: Open the Database Environment
- Topic 1D: Examine an Access Table

Lesson 2: Managing Data

- Topic 2A: Examine an Access Form
- Topic 2B: Add and Delete Records
- Topic 2C: Sort Records
- Topic 2D: Display Recordsets
- Topic 2E: Update Records
- Topic 2F: Run a Report

Lesson 3: Establishing Table Relationships

- Topic 3A: Identify Table Relationships
- Topic 3B: Identify Primary and Foreign Keys in the Relationships Window
- Topic 3C: Work with Subdatasheets

Lesson 4: Querying the Database

- Topic 4A: Create a Select Query
- Topic 4B: Add Criteria to a Query
- Topic 4C: Add a Calculated Field to a Query
- Topic 4D: Perform a Calculation on a Record Grouping

Lesson 5: Designing Forms

- Topic 5A: Examine Form Design Guidelines
- Topic 5B: Create a Form Using AutoForm
- Topic 5C: Create a Form Using the Form Wizard
- Topic 5D: Modify the Design of a Form

Lesson 6: Producing Reports

- Topic 6A: Create an AutoReport
- Topic 6B: Create a Report by Using the Wizard
- Topic 6C: Examine a Report in Design View
- Topic 6D: Add a Calculated Field to a Report
- Topic 6E: Modify the Format Properties of a Control
- Topic 6F: AutoFormat a Report
- Topic 6G: Adjust the Width of a Report



Microsoft® Office Access 2003: Level 2

Course Specifications

Class Cost: \$425.00
Training Manual: \$ 35.00
Course Length: 1.5 day(s)
Course number: 084461
Software: Microsoft® Office Access 2003

Course Description

As you begin this course, you should have the basic skills you need to work with a Microsoft® Office Access 2003 databases. This includes working with Access tables, relationships, queries, forms, and reports. But thus far you have been focusing on essential database user skills only. In this course you will consider how to design and create a new Access database, how to customize database components, and how to share Access data with other applications.

Performance-Based Objectives

Upon successful completion of this course, students 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 Content

Level Two

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



Microsoft® Office Access 2003: Level 3

Course Specifications

Class Cost: \$ 355.00

Training Manual: \$ 35.00

Course Length: 1 day(s)

Course number: 84462

Software: A custom installation of Microsoft® Office XP Professional.

Certification: Microsoft® Office Specialist: Access 2003

Course Description

Your training in and use of Microsoft® Office Access 2003 has provided you with a solid foundation in the basic and intermediate skills for working in Microsoft® Office Access 2003. You're now ready to extend your knowledge into some of the more specialized and advanced capabilities.

Performance-Based Objectives

Upon successful completion of this course, students 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 various utility tools.

Course Content

Level Three

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



Microsoft® Office Access 2003: Level 4

Course Specifications:

Class Cost: \$ 395.00

Training Manual: \$ 35.00

Course Length: 1 day(s)

Course number: 084463

Software: A custom installation of Microsoft® Office XP Professional. See the Class Setup Requirements for additional instructions.

Course Description

In previous levels, you were introduced to advanced topics that dealt with local database management. In this course, you will learn remote database management, how to exchange data with XML and other type applications, and how to automate your business processes by using VBA code.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- develop a data access page.
- develop a data access page, a PivotTable, and a PivotChart.
- import XML data and export Access data.
- use VBA to automate a business process.
- create and modify a database switchboard, and set and modify your startup options.
- distribute a database and add security features to it.

Course Content

Level Four

Lesson 1: Making Your Data Available on the Web

Topic 1A: Create a Data Access Page by Using the Wizard

Topic 1B: Improve the Presentation of the Data Access Page

Topic 1C: Viewing Data Access Pages with the Browser

Topic 1D: Edit Data Using the Data Access Page

Topic 1E: Group Records in the Data Access Page

Lesson 2: Developing a Data Access Page in Design View

Topic 2A: Create a Data Access Page in Design View

Topic 2B: Incorporate a ComboBox in the Data Access Page

Topic 2C: Test the New Record Function of the Data Access Page

Topic 2D: Develop a PivotTable with the Office PivotTable Tool

Topic 2E: Develop a PivotChart

Lesson 3: Integrating Access into Your Business

Topic 3A: Import XML Data into an Access Database

Topic 3B: Export Access Data to XML Format

Topic 3C: Share Data with Other Office Applications

Lesson 4: Automating a Business Process with VBA

Topic 4A: Create a Standard Module

Topic 4B: Develop Code

Topic 4C: Call a Procedure from a Form

Topic 4D: Run the Procedure

Lesson 5: Creating a Switchboard and Setting the Startup Options

Topic 5A: Create a Database Switchboard

Topic 5B: Modify a Database Switchboard

Topic 5C: Set the Startup Options

Topic 5D: Modify the Startup Options

Lesson 6: Distributing and Securing the Database

Topic 6A: Split a Database

Topic 6B: Implement Security

Topic 6C: Set Passwords

Topic 6D: Encode and Decode a Database

Topic 6E: Convert an Access Database to an MDE File