

# Access 2003 Level 3

Course No. AC0303 • 1 Days

## ► COURSE OVERVIEW

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.

## ► AUDIENCE

This course is designed for the student who wishes to learn intermediate and advanced operations of the Microsoft® Office Access 2003 database program. The Level 3 course is for the individual whose job responsibilities include working with heavily related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance. It is also designed as one in a series of courses for students pursuing the Microsoft® Office Specialist Certification for Microsoft® Office Access 2003, and it is a prerequisite to taking more advanced courses in Microsoft® Office Access 2003.

## ► 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.

## ► PREREQUISITES

To ensure the successful completion of Microsoft® Office Access 2003: Level 3, we recommend completion of the following Element K courses, or equivalent knowledge (familiarity with basic and

intermediate features of Access tables, relationships, queries, forms, and reports) from another source:

- Microsoft® Office Access 2003: Level 1
- Microsoft® Office Access 2003: Level 2

## ► COURSE OUTLINE

### MODULE 1: STRUCTURING EXISTING DATA

#### Topics

Import Data  
Analyze Tables  
Create a Junction Table  
Improve Table Structure

### MODULE 2: WRITING ADVANCED QUERIES

#### Topics

Create Unmatched and Duplicates Queries  
Group and Summarize Records Using the Criteria Field  
Summarize Data with a Crosstab Query  
Create a PivotTable and a PivotChart  
Display a Graphical Summary on a Form

### MODULE 3: SIMPLIFYING TASKS WITH MACROS

#### Topics

Create a Macro  
Attach a Macro to a Command Button  
Restrict Records Using a Where Condition



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## MODULE 4: ADDING INTERACTION AND AUTOMATION WITH MACROS

### Topics

- Require Data Entry with a Macro
- Display a Message Box with a Macro
- Automate Data Entry

## MODULE 5: MAKING FORMS MORE EFFECTIVE

### Topics

- Change the Display of Data Conditionally
- Display a Calendar on a Form
- Organize Information with Tab Pages

## MODULE 6: MAKING REPORTS MORE EFFECTIVE

### Topics

- Cancel Printing of a Blank Report
- Include a Chart in a Report
- Arrange Data in Columns
- Create a Report Snapshot

## MODULE 7: MAINTAINING AN ACCESS DATABASE

### Topics

- Link Tables to External Data Sources
- Back Up a Database
- Compact and Repair a Database
- Protect a Database with a Password
- Determine Object Dependency
- Document a Database
- Analyze the Performance of a Database



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