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## **MICROSOFT® OFFICE ACCESS 2003: LEVEL 2**

**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.

**Course Objective:** You will design and create a new Access database; improve queries, forms, and reports; and integrate Microsoft® Office Access 2003 with other applications.

### **Course Content**

#### **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

#### **Appendix A: Microsoft Office Specialist Program**