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MICROSOFT® OFFICE ACCESS 2003: LEVEL 3

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.

Course Objective: You will create complex Access databases using forms, reports, and macros.

Course Content

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

Appendix A: Microsoft Office Specialist Program