



Microsoft Office Access 2003: Level 3

Course Specifications

Course length: 2 days, 8:30 am – 4:30 pm with an hour break for lunch

Standard rate: \$380/student, call (406) 256-5700 for group discounts and Entré Partner pricing

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.

Target Student: 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.

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

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Certification

Microsoft: This course is one of a series of Element K courseware titles that addresses Microsoft Office Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more product proficiency exams in order to earn Office Specialist certification.

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

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