

MS Access 2003 Advanced



Duration: **2 Days** Course Code: **I-D036**

This two day workshop is designed for experienced users who need to be able to create professional database solutions using Access 2003 advanced features.

Learning Outcomes

By the end of this course students will be able to Exchange data with other applications, create Advanced Queries, Create Form and Report Templates, simplify and/or Eliminate repetitive data handling Tasks.

Prerequisites

This course is designed for experienced Access 2003 users. A good working knowledge of Access 2003 is essential.

A review of Access

- Revision of Topics at the Intro/Intermediate level

Table Properties

- Identify & Set Table Properties

Exchanging Data With Other Applications

- Import Data from Other Applications
- Link/Export Data to/from Other Applications
- Use Access with Word & Excel

Using Query Wizards

- Using the Query Wizard
- Creating Crosstab Queries
- Find Duplicates Query
- Find Unmatched Query

Advanced Select Queries

- Use Parameters to Ask for User Input
- Built in Functions for Calculations
- Group Data and Use Total Features such as Sum & Average

Action Queries

- Update Queries
- Delete Queries
- Append Queries
- Make Table Queries
- Normalising a Table
- Action Queries

Advanced Forms

- Using Form Wizards to Produce Charts & Pivot Tables in Forms
- Creating Sub Forms Manually
- Advanced Form Properties

Advanced Reports

- Sorting and Grouping a Report
- Groups Headers & Footers with Expressions
- Multiple Column Reports

Creating Form and Report Templates

- Create & Assign Form and Report Auto Formats
- Creating Form & Report Templates

Automating Actions Using Macro's

- Describe a Macro and it's Usage

- Create, Edit and Run Basic Macro's
- Creating Command Button Macro's
- Assigning Macros to Events on Forms and Reports

Conditional Macro's and Macro Groups

- Creating Conditional Macro's
- Creating Macro Groups

Creating a Menu System

- Creating a Main Menu using Switchboards
- Setting Startup Options
- Creating Shortcuts to Objects in a Database

Access and Database Options

- Describing Options available for Access and Access Databases
- Setting and Configuring Access Options

