

# Access 2003: Intermediate

**Description:** This course will introduce students to the skills needed for creating, revising, and customizing the design of tables, queries, forms, reports, and data access pages. In addition, students will learn how to use Access data in other applications, including Word and Excel.

**Prerequisites:** Introduction to Access or equivalent experience

## Planning a Database

- Design a Relational Database
- Identify Database Purpose
- Review Existing Data
- Determine Fields
- Group Fields into Tables
- Create a New Database
- Create Tables in Design and Datasheet Views
- Designate Primary and Foreign Keys
- Enter Data into a Table
- Print Preview and Print

## Building the Structure of a Database

- Understand Database Design
- Create Permanent Relationships
- Use The Table Analyzer Wizard
- Create a Lookup Field
- Normalize the Data
- Build An Autolookup Form

## Controlling Data Entry

- Modify Tables
- Add A Picture Or Object To A Table
- Insert A Hyperlink Into A Table
- Set Field Properties
- Create an Input Mask
- Import And Export Data
- Link Files
- Work With Office Links

## Finding and Joining Data

- Understand And Review Queries
- Use The Find Duplicates Query Wizard
- Use The Find Unmatched Query Wizard
- Change The Join Type And Create A Self-Join

## Creating Flexible Queries

- Create Relationships
- Design A Select Query
- Add Fields To A Query
- Work With Recordsets
- Add A Table To A Query
- Modify Field Order
- Sort Records
- Specify Criteria In A Query
- Create And Name Calculated Fields
- Calculate Grouped Records

## Improving Your Forms

- Understand Switchboard Forms
- Modify Form Properties
- Create A Check Box
- Use The Combo Box And List Box Wizards
- Use The Option Group Wizard
- Create A Command Button
- Set Tab Controls
- Build Conditional Formats

## Customizing Your Reports

- Create A Summary Report
- Modify Report Properties
- Create A Running Sum
- Create A Report From A Parameter Query
- Create A Chart In A Report
- Enhance Charts
- Change The Chart Type
- Define The Default Report Template