

# Microsoft® Office Access 2003: Level 3

## Course Specifications

Course number: 84462

Software: A custom installation of Microsoft® Office XP Professional—see the Class Setup Requirements for additional instructions.

Course length: 1.0 day(s)

Certification: Microsoft® Office Specialist: Access 2003

## 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.

## 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**