

# Microsoft® Office Access 2003: Level 2

## Course Description

As you begin this course, you should have the basic skills you need to work with a Microsoft® Office Access 2003 databases. This includes working with Access tables, relationships, queries, forms, and reports. But thus far you have been focusing on essential database user skills only. In this course you will consider how to design and create a new Access database, how to customize database components, and how to share Access data with other applications.

**Course Objective:** You will design and create a new Access database; improve queries, forms, and reports; and integrate Microsoft® Office Access 2003 with other applications.

**Target Student:** Microsoft® Access 2003: Level 2 is designed for the student who wishes to learn intermediate-level operations of the Microsoft® Access program. The Level 2 course is for the individual whose job responsibilities include creating new databases, tables, and relationships, as well as working with and revising intermediate-level queries, forms, and reports. It also introduces the student to integrating Access data with other applications such as Microsoft® Word or Excel. This course is also designed for students pursuing the Microsoft Office Specialist Certification for Access 2003, and it is a prerequisite to taking more advanced courses in Access 2003.

## Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- follow the steps required to properly design a simple database.
- create a new database with related tables.
- control data entry by modifying the design of a table to streamline data entry and maintain data integrity.
- find and retrieve desired data by using filters and joins between tables and within a single table.
- create flexible queries to display specified records; allow for user-determined query criteria; and add, update, and delete data with queries.
- enhance the appearance, data entry, and data access capabilities of your forms.
- customize reports to better organize the displayed information and produce specific print layouts such as mailing labels.
- use Access data in other applications, including Microsoft Word and Excel.

## Course Content

### Lesson 1: Planning a Database

Topic 1A: Design a Relational Database

Topic 1B: Identify Database Purpose

Topic 1C: Review Existing Data

Topic 1D: Determine Fields

Topic 1E: Group Fields into Tables

Topic 1F: Normalize the Data

Topic 1G: Designate Primary and Foreign Keys

### Lesson 2: Building the Structure of a Database

Topic 2A: Create a New Database

Topic 2B: Create a Table Using a Wizard

Topic 2C: Create Tables in Design View

Topic 2D: Create Relationships between Tables

**Lesson 3: Controlling Data Entry**

Topic 3A: Restrict Data Entry with Field Properties

Topic 3B: Create an Input Mask

Topic 3C: Create a Lookup Field

**Lesson 4: Finding and Joining Data**

Topic 4A: Find Data with Filters

Topic 4B: Create Query Joins

Topic 4C: Join Unrelated Tables

Topic 4D: Relate Data Within a Table

**Lesson 5: Creating Flexible Queries**

Topic 5A: Set Select Query Properties

Topic 5B: Create Parameter Queries

Topic 5C: Create Action Queries

**Lesson 6: Improving Your Forms**

Topic 6A: Enhance the Appearance of a Form

Topic 6B: Restrict Data Entry in Forms

Topic 6C: Add Command Buttons

Topic 6D: Create a Subform

**Lesson 7: Customizing Your Reports**

Topic 7A: Organize Report Information

Topic 7B: Set Report Control Properties

Topic 7C: Control Report Pagination

Topic 7D: Summarize Information

Topic 7E: Add a Subreport to an Existing Report

Topic 7F: Create Mailing Labels

**Lesson 8: Expanding the Reach of Your Data**

Topic 8A: Publish Access Data as a Word Document

Topic 8B: Analyze Access Data in Excel

Topic 8C: Export Data to a Text File

Topic 8D: Merge Access Data with a Word Document