

Access 2003: Intermediate

2 days

Description

This ILT Series course teaches intermediate-level features and functions of Access 2003. Students will learn how to set table relationships, work with Lookup fields and subdatasheets, create join queries, create PivotTables and PivotCharts, and use hyperlink fields and data access pages.

Designated as Approved Courseware for the Microsoft Office Specialist program, this course will help students prepare for the Access 2003 exam. For comprehensive certification training, students should complete Access 2003: Basic, Intermediate, and Advanced.

Prerequisites

- *Windows XP: Basic or Windows Vista: Basic*
- *Access 2003: Basic*
- *Previous experience with Excel is recommended*

Course Outline

Unit 1: Relational databases

Topic A: Database normalization
Topic B: Relating tables
Topic C: Implementing referential integrity

Unit 2: Working with related tables

Topic A: Lookup fields
Topic B: Modifying Lookup fields
Topic C: Subdatasheets

Unit 3: Complex queries

Topic A: Joining tables in queries
Topic B: Creating calculated fields
Topic C: Summarizing and grouping values

Unit 4: Advanced form design

Topic A: Adding unbound controls
Topic B: Graphics
Topic C: Adding calculated values
Topic D: Adding combo boxes

Unit 5: Advanced reports

Topic A: Customized headers and footers
Topic B: Adding calculated values
Topic C: Subreports

Unit 6: Charts

Topic A: Charts in forms
Topic B: Charts in reports

Unit 7: PivotTables and PivotCharts

Topic A: PivotTables
Topic B: Modifying PivotTables
Topic C: PivotCharts

Unit 8: Internet integration

Topic A: Hyperlink fields
Topic B: Working with data access pages