

IT Training

Training Course Specification

Course: Microsoft Access 2003; Level 2 - Intermediate

Duration: One-Day

COURSE OBJECTIVES: To build on some existing database design and/or user experience that may have been gained from the Introduction course.

WHO SHOULD ATTEND: People who intend to design databases at intermediate level or improve existing Access databases. Also conversion of databases made in other applications and spreadsheet (flat file) databases.

EXPERIENCE NEEDED: This course assumes no previous experience of database design. However, delegates with some experience in database design will find this course beneficial if they do not know Access.

COURSE CONTENTS:

1: ACTION QUERIES

TYPES OF QUERY
THE CROSSTAB QUERY
THE MAKE TABLE QUERY
THE APPEND QUERY
THE DELETE QUERY
THE UPDATE QUERY

2: CUSTOMISING FORMS

FORMS
MANIPULATING DATA IN THE FORM
EXERCISE 1
CREATING A NEW FORM
USING THE FORM WIZARD
EXERCISE 2
CREATING A FORM WITH A SUBFORM
EXERCISE 3
MODIFYING AND REDESIGNING THE FORM.
MODIFYING AND REDESIGNING THE REPORT
CONTINUED.
EXERCISE 5

3: REPORTS

REPORTS
THE REPORT WIZARD
EXERCISE 1
CREATING A REPORT WITH CALCULATED TOTALS
EXERCISE 2
USING THE CHART WIZARD
ALTERING THE CHART
EXERCISE 3
USING THE LABEL WIZARD
EXERCISE 4
MODIFYING AND REDESIGNING THE REPORT.
EXERCISE 5
PUBLISHING ACCESS DATA ON THE WEB
CREATING DYNAMIC WEB PAGES WITH MICROSOFT
ACCESS

4: DATABASE REPLICATION

WHAT IS DATABASE REPLICATION?
CREATING AND MAINTAINING A REPLICATED
DATABASE
TO USE BRIEFCASE TO CREATE A REPLICA
CHANGES MADE TO A REPLICATED DATABASE
EXERCISE 1
SYNCHRONIZATION
RESOLVING SYNCHRONIZATION CONFLICTS
CONVERT A REPLICA SET TO ACCESS 2003
(FROM ACCESS 97)
EXERCISE 2

5: DATA ACCESS PAGES

DESIGNING DATA ACCESS PAGES

APPLY WEB GRAPHIC THEMES TO DATA ACCESS
PAGES

WORKING WITH DATA ACCESS PAGES

CONTROLLING AND NAVIGATING DATA ACCESS
PAGES

APPENDIX A: ADDITIONAL FEATURES IN ACCESS 2003

THE OFFICE TASK PANES

BACKWARDS COMPATIBILITY

OUTPUTTING A REPORT TO SNAPSHOT FILE
FORMAT

E-MAILING DATABASE INFORMATION

IMPROVED PROOFING TOOLS

CONDITIONAL FORMATTING IN FORMS

GROUPING TEXT BOXES AND OTHER CONTROLS 13

WORKING WITH DATA ACCESS PAGES

MISCELLANEOUS NEW FEATURES IN ACCESS 2003

APPENDIX B: ADDITIONAL FEATURES IN OFFICE 2003

APPENDIX B; INTRODUCTION

NEW OFFICE FEATURES COMMON ACROSS
APPLICATIONS

SMART TAGS (WORD)

AUTOCORRECT OPTIONS (WORD)

OFFICE CLIPBOARD

OFFICE EMAIL INTRODUCTION

OTHER NEW FEATURES IN OFFICE

Related Courses:

***Other versions of Microsoft Access; Microsoft Access Advanced
(Level 3); Access programming.***