



## **Microsoft Access 2003: Advanced**

**Overview:** Students will learn how to create complex Access databases using advanced queries, forms, and reports, related tables, and macros to automate common tasks. They will also learn how to perform general database maintenance.

**Prerequisites:** Access 2003 Intermediate or equivalent knowledge.

**Course Length:** One day

### **Course Content**

#### **Lesson 1: Structuring Existing Data**

Import Data  
Analyze Tables  
Create a Junction Table  
Improve Table Structure

#### **Lesson 2: Writing Advanced Queries**

Create Unmatched and Duplicates Queries  
Group and Summarize Records Using the Criteria Field  
Summarize Data with a Crosstab Query  
Create a PivotTable and a PivotChart  
Display a Graphical Summary on a Form

#### **Lesson 3: Simplifying Tasks with Macros**

Create a Macro  
Attach a Macro to a Command Button  
Restrict Records Using a Where Condition

#### **Lesson 4: Adding Interaction and Automation with Macros**

Require Data Entry with a Macro  
Display a Message Box with a Macro  
Automate Data Entry

#### **Lesson 5: Making Forms More Effective**

Change the Display of Data Conditionally  
Display a Calendar on a Form  
Organize Information with Tab Pages

#### **Lesson 6: Making Reports More Effective**

Cancel Printing of a Blank Report  
Include a Chart in a Report  
Arrange Data in Columns  
Create a Report Snapshot



## **Lesson 7: Maintaining an Access Database**

Link Tables to External Data Sources

Back Up a Database

Compact and Repair a Database

Protect a Database with a Password

Determine Object Dependency

Document a Database

Analyze the Performance of a Database