



## **Microsoft Access 2003: Intermediate**

**Overview:** Students will learn how to design and create a new Access database and to share Access data with other applications. They will also learn to improve their tables, queries, forms, and reports.

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

**Course Length:** One day

### **Course Content**

#### **Lesson 1: Planning a Database**

- Design a Relational Database
- Identify Database Purpose
- Review Existing Data
- Determine Fields
- Group Fields into Tables
- Normalize the Data
- Designate Primary and Foreign Keys

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

- Create a New Database
- Create a Table Using a Wizard
- Create Tables in Design View
- Create Relationships between Tables

#### **Lesson 3: Controlling Data Entry**

- Restrict Data Entry with Field Properties
- Create an Input Mask
- Create a Lookup Field

#### **Lesson 4: Finding and Joining Data**

- Find Data with Filters
- Create Query Joins
- Join Unrelated Tables
- Relate Data Within a Table

#### **Lesson 5: Creating Flexible Queries**

- Set Select Query Properties
- Create Parameter Queries
- Create Action Queries

#### **Lesson 6: Improving Your Forms**

- Enhance the Appearance of a Form
- Restrict Data Entry in Forms
- Add Command Buttons
- Create a Subform



## **Lesson 7: Customizing Your Reports**

- Organize Report Information
- Set Report Control Properties
- Control Report Pagination
- Summarize Information
- Add a Subreport to an Existing Report
- Create Mailing Labels

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

- Publish Access Data as a Word Document
- Analyze Access Data in Excel
- Export Data to a Text File
- Merge Access Data with a Word Document