

Access 2003 Intermediate

Course Outline

1 day course

Objectives

After completing this course you will know how to:

- Understand relational databases
- Use related tables
- Create complex queries, using calculated fields and summarising data
- Modify forms to include calculated values and combo boxes
- Customise reports
- Create charts in forms and reports
- Create Pivot tables
- Work with hyperlinks and data access pages

Pre-requisites

- Experience of Windows 2000 or later
- Attendance on Access 2003 Introduction course or equivalent experience

Course Contents

Relational databases

- Database normalization
- Relating tables
- Implementing referential integrity

Working with related tables

- Lookup fields
- Modifying Lookup fields
- Subdatasheets

Complex queries

- Joining tables in queries
- Creating calculated fields
- Summarizing and grouping values

Advanced form design

- Adding unbound controls
- Graphics
- Adding calculated values
- Adding combo boxes

Advanced reports

- Customized headers and footers
- Adding calculated values
- Subreports

Charts

- Charts in forms
- Charts in reports

PivotTables and PivotCharts

- PivotTables
- Modifying PivotTables
- PivotCharts

Internet integration

- Hyperlink fields
- Working with data access pages