



# Access 2003 Advanced

## Version 11

**Prerequisites** Access 2003 Introduction or equivalent skills. Must be able to create and use tables. Ability to create queries, forms and reports is required.

**Duration** This is a 2 day course

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### Topics

#### Joining Tables

- Understanding Relationships
- Creating a Permanent Relationship
- Using the Find Duplicates Query Wizard
- Using the Find Unmatched Query Wizard
- Changing the Join Type
- Creating a Self-Join
- Using the Table Analyzer Wizard
- Using the Lookup Wizard

#### Enhancing Select Queries

- Modifying Query Properties
- Creating a Top Values Query
- Defining Operators and Functions
- Using the Expression Builder
- Designing a Parameter Query
- Defining Parameter Order and Data Type
- Adding Groups and Totals to a Query
- Designing a Crosstab Query
- Using the Crosstab Query Wizard

#### Running Action Queries

- Defining Action Queries
- Designing a Make Table Query
- Designing a Delete Query
- Designing an Update Query
- Creating an Append Query

#### Creating Advanced Reports

- Creating a Summary Report
- Modifying Report Properties
- Creating a Running Sum
- Creating a Report from a Parameter Query
- Designing a Chart in a Report
- Enhancing Charts
- Changing the Chart Type
- Defining a New Default Report Template

#### Working with Advanced Form Controls

- Modifying Form Properties
- Creating a Check Box
- Using the Combo Box Wizard
- Using the List Box Wizard
- Using the Option Group Wizard
- Creating a Command Button
- Creating a Tab Control
- Creating Conditional Formats

#### Creating Multi-Table Forms

- Understanding Subforms
- Designing Forms with Subforms
- Using the Subform Wizard
- Specifying the Tab Order of Form Controls
- Creating a Form Based on a Query

#### Creating Macros

- Creating a Macro
- Running a Macro
- Assigning Macros to Command Buttons
- Creating a Macro Group
- Creating Conditional Macros
- Referencing Form Controls
- Customizing the Menu Bar
- Customizing the Startup Environment

#### Working with HTML Features (Optional)

- Importing and Linking HTML Files
- Exporting Objects to HTML Format
- Understanding Data Access Pages