



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

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