

Access 2003 - Lvl 2

Advanced Tables and Queries

Synopsis:

This module introduces students to more advanced features of tables and queries in Access. It includes tasks to modify tables, set field properties, use operators in queries, design advanced queries, and create action queries. Students will also learn how to use advanced query wizards and advanced database features.

Prerequisites:

Access 2003 - Lvl 1

Objectives:

- Modify tables
- Set field properties
- Use operators in queries
- Design advanced queries
- Create action queries
- Use advanced query wizards
- Use advanced database features

This module includes:**Modifying Tables**

- Inserting a column into a table
- Changing a column name
- Deleting a column
- Inserting a lookup column
- Inserting a hyperlink column
- Creating a many-to-many relationship

Setting Field Properties

- Using field properties
- Limiting field size
- Setting number formats
- Setting date/time formats
- Setting yes/no formats
- Setting default values
- Setting validation rules
- Creating an input mask - wizard
- Creating an input mask manually
- Creating a custom input mask
- Typing a lookup list
- Modifying Lookup properties

Using Operators in Queries

- Using comparison operators
- Using an And condition
- Using an Or condition
- Using the Between And operator
- Using the Expression Builder
- Using a wildcard character

Designing Advanced Queries

- Setting top values in a query
- Creating a calculated field
- Formatting a calculated field
- Creating a function query
- Creating a parameter query
- Creating a concatenation in a query
- Filtering a query

Creating Action Queries

- Creating a make-table query

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- Creating an update query
- Creating an append query
- Creating a delete query

Using Advanced Query Wizards

- Using the Crosstab Query Wizard
- Using the Find Duplicates Query Wizard
- Using the Find Unmatched Query Wizard

Using Advanced Database Features

- Importing data
- Linking data to an Access table
- Using the Linked Table Manager
- Exporting data
- Converting files
- Printing a relationship document
- Creating a data access page - Page Wizard
- Compacting a database
- Using Name AutoCorrect
- Using object dependencies
- Backing up a database

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Forms and Reports

Synopsis:

This module introduces students to more advanced features of forms and reports. It includes tasks such as manipulating controls, using Design view, and designing advanced forms and reports. Students will also learn how to use the editing tools.

Prerequisites:

Access 2003 - Lvl 1

Objectives:

- Manipulate controls
- Use Design view
- Use advanced form design
- Use advanced report design
- Use editing tools

This module includes:

Manipulating Controls

- Using controls
- Selecting non-adjacent controls
- Selecting adjacent controls
- Deleting controls
- Sizing a control by dragging
- Moving controls
- Sizing controls automatically
- Viewing the properties of an object
- Changing a control property

Using Design View

- Hiding the ruler
- Disabling the Snap to Grid feature
- Displaying the field list
- Adding a field
- Moving part of a paired control
- Aligning controls
- Spacing controls
- Using the toolbox
- Adding a label
- Adding an image
- Adding a rectangle
- Adding a line
- Editing an unbound control
- Using multiple Undo/Redo in Design view

Using Advanced Form Design

- Using forms in Design view
- Creating a combo box
- Creating a list box
- Creating an option group
- Adding a logic control
- Setting the tab order automatically
- Setting the tab order manually
- Adding a form header and footer
- Creating a blank form

Using Advanced Report Design

- Adding report sections in Design view
- Creating a calculated control

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Forms and Reports

- Grouping data in a report
- Creating group headers and footers
- Creating a running summary
- Inserting a date/time control
- Inserting a page break
- Changing the report margins
- Using the Label Wizard
- Creating a report without using a wizard

Using Editing Tools

- Selecting objects with the toolbar
- Changing the font
- Changing the font size
- Changing the character format
- Changing the font color
- Changing fill and background colors
- Formatting lines and borders
- Applying special effects
- Using the Format Painter
- Using AutoFormat
- Using error checking
- Using smart tags
- Running the Spelling Checker
- Setting AutoCorrect options
- Adding AutoCorrect entries