

Access 2000-2003 Intermediate

Duration: 1 Day

Course Overview:

In this course students review basic database concepts and gain knowledge of intermediate database skills. Relational database concepts are introduced and applied throughout the lessons. as students learn to utilize lookup fields and subdatasheets, as well as advanced form, report, and query features. Techniques for maintaining data integrity and the use of Data Access Pages are also covered.

Students Learn How To:

- Examine table relationships and enforce referential integrity
- Modify lookup fields and create filters
- Maintain data integrity and create advanced queries
- Create Data Access Pages using the page wizard and in design view

Who Should Attend: Anyone who wants to extend their database knowledge of Access to take advantage of the power and flexibility of the relational database model.

Prerequisites: Access 2000-2003 Introduction or equivalent knowledge.

Course Outline:

Creating Relational Databases

Creating Table Relationships
Enforcing Referential Integrity

Working with Related Tables

Creating Lookup Fields
Using Lookup Fields to Add Data
Modifying Lookup Fields
Using Subdatasheets

Using Advanced Query Features

Working with Joined Tables
Using Totals to Calculate Values
Creating and Applying Advanced Filters

Creating Advanced Queries

Creating Crosstab Queries
Creating Parameter Queries
Creating Action Queries

Using Subforms

Creating Subforms with the Subform Wizard
Using Drag-and Drop to Create Subforms
Changing the Subform View and Layout
Using Subforms to Add Table Records

Using Advanced Form Features

Creating Forms in Design View
Using Calculated Controls
Improving Data Entry Accuracy

Using Advanced Report Features

Creating Report in Design View
Grouping and Sorting Reports
Customizing Headers and Footers
Forcing Pagination
Concatenating Text Fields
Working with Subreports

Using Data Access Page

Saving Forms and Reports as Data Access Pages
Creating Data Access Pages Using the Page Wizard
Creating Data Access Pages in Design View
Saving PivotTables as Data Access Pages
Saving PivotCharts as Data Access Pages