

Access 2003 Level 2 – Advanced Database Design

2-day course

Course Code: D132en

Who should attend?

This course is intended for participants who are familiar with Access 2003.

Prerequisites

Access 2003 Level 1 (Database Design)

Course Objectives

Upon completion of the course, participants will be able to accomplish the following:

- Overview of the databases that will be used during the course
- Enhance tables by creating lookups
- Create various types of advanced queries
- Create advanced forms by adding controls, subforms, calculations, and graphic images
- Create relationships between tables to ensure data accuracy and to deploy referential integrity
- Work with and create web-based objects

Course Content

Database Overview
Database Overview;

Enhancing Tables
Copying a Database Object; Lookup Fields; Creating a Lookup;

Advanced Queries
Query Overview; The Query Wizard; Nested Queries; Query Joins; Make Table Queries; Append Queries; Summary Queries; Crosstab Queries;

Advanced Forms
Form Design; Controls; Form Properties; Subforms; Advanced Calculations; Customizing Forms;

Advanced Reports
Designing Reports; Sorting and Grouping; Layout Properties; Calculations; Subreports; Graphic Reports; Chart Wizard;

Supplemental Topics: Working with Web Tools
Working with Web Pages; Data Access Pages; Hyperlinks