

Access 2003: Level 2, 2nd Edition (MOS Certified) + CertBlaster

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Course Length: 1-day (6 hours)

Prerequisites: Access 2003: Level 1 or equivalent experience

What's in Access 2003: Level 2, 2nd Edition (MOS Certified) + CertBlaster:

This ILT Series course, rated 4.9/5.0 in overall quality by ProCert Labs, teaches intermediate-level features and functions of Access 2003. Students will learn how to set table relationships, work with Lookup fields and subdatasheets, create join queries, create PivotTables and PivotCharts, and use hyperlink fields and data access pages.

Objectives

- Normalize tables, set table relationships, and implement referential integrity between related tables.
- Create a Lookup list field, modify Lookup field properties, and use a subdatasheet to add data to related tables.
- Create join queries, create calculated fields in a query, and use queries to view summarized and grouped data.
- Add unbound controls, graphics, calculated fields, and a combo box to a form.
- Add headers and footers in a report, use functions to add calculated values in a report, and embed a subreport in a report.
- Create and modify charts in forms and reports.
- Create a PivotTable, modify a PivotTable, and create a PivotChart.
- Create and use hyperlink fields and data access pages.

Topic-Level Outline

Unit 1 : Relational databases

*Topic A: * Database normalization*

A-1: Discussing the first normal form

A-2: Discussing the second and third normal forms

*Topic B: * Relating tables*

B-1: Establishing a one-to-one table relationship

B-2: Establishing a one-to-many table relationship

B-3: Establishing a many-to-many table relationship

*Topic C: * Implementing referential integrity*

C-1: Planning table relationships

C-2: Working with orphan records

C-3: Setting cascading deletes

C-4: Testing cascading deletes

C-5: Using cascading updates

Unit 2 : Working with related tables

*Topic A: * Lookup fields*

A-1: Creating a Lookup list field

*Topic B: * Modifying Lookup fields*

B-1: Modifying Lookup field properties

B-2: Changing a text box control to a combo box control

*Topic C: * Subdatasheets*

C-1: Using a subdatasheet

Unit 3 : Complex queries

*Topic A: * Joining tables in queries*

A-1: Creating a query by using the Simple Query Wizard

A-2: Creating a join in Design view

A-3: Creating an outer join

A-4: Creating a join with an intermediate table

A-5: Creating a self-join query

A-6: Finding records that do not match between tables

*Topic B: * Creating calculated fields*

B-1: Creating a calculated field

B-2: Modifying the format of a displayed value

B-3: Using the Expression Builder

*Topic C: * Summarizing and grouping values*

C-1: Creating a query to display summary values

C-2: Using queries to concatenate values

Unit 4 : Advanced form design

*Topic A: * Adding unbound controls*

A-1: Drawing a rectangle around a control

A-2: Changing tab order

*Topic B: * Graphics*

B-1: Adding a graphic to a form

B-2: Embedding a graphic in an unbound object frame

*Topic C: * Adding calculated values*

C-1: Binding a control to a calculated field

C-2: Creating a calculated control

*Topic D: * Adding combo boxes*

D-1: Adding a combo box to a form

D-2: Modifying the properties of a combo box

D-3: Creating an input mask for a combo box

Unit 5 : Advanced reports

*Topic A: * Customized headers and footers*

A-1: Adding a report header

A-2: Adding a report footer

A-3: Applying conditional formatting

A-4: Keeping parts of a report on the same page

A-5: Adding controls to group footers

A-6: Forcing a new page

A-7: Working with the HideDuplicates property

*Topic B: * Adding calculated values*

B-1: Working with the DateDiff function

B-2: Using the Iif function

*Topic C: * Subreports*

C-1: Embedding a subreport

C-2: Viewing and troubleshooting report results

Unit 6 : Charts

*Topic A: * Charts in forms*

A-1: Creating a chart in a form

A-2: Modifying a chart in a form

*Topic B: * Charts in reports*

B-1: Adding a chart to a report

B-2: Modifying a chart in a report

Unit 7 : PivotTables and PivotCharts

*Topic A: * PivotTables*

A-1: Examining PivotTable view

A-2: Adding fields to a PivotTable

*Topic B: * Modifying PivotTables*

B-1: Creating totals

B-2: Moving fields in a PivotTable

B-3: Showing and hiding details in a PivotTable

B-4: Formatting fields

*Topic C: * PivotCharts*

C-1: Creating a PivotChart

Unit 8 : Internet integration

*Topic A: * Hyperlink fields*

A-1: Creating a hyperlink field

A-2: Inserting data in a hyperlink field

A-3: Modifying data in a hyperlink field

*Topic B: * Working with data access pages*

B-1: Creating and using a data access page

B-2: Creating a grouped data access page

B-3: Saving database objects as data access pages

B-4: Creating a PivotTable and a PivotChart

Appendix A : Microsoft Office Specialist exam objectives map

*Topic A: * Comprehensive exam objectives*