



Roade IT Training

The Roade to Successful IT Training

Specialists in Microsoft Office & All Corporate Computer Training

Course Outline

Microsoft Access 2003 Intermediate Level

Overview

The skills and knowledge gained on this course are sufficient to sort, filter, and query data, to validate data prior to data entry, and to build a small menu system to manage a database.

Target Audience

This course is primarily aimed at people who need to know how to work with data in existing databases. It is ideal for people who work in offices, clubs, schools, and offices and who need to know how to manage and manipulate database data

Objectives

At the completion of this course participants will be able to:

- sort and filter data in a table
- format data in tables
- use a range of data validation techniques to protect data integrity
- export records from Access
- export records to HTML for use on the Web
- add parameters to queries to capture criteria data
- add calculated fields to queries
- create action queries to make tables, and update, append, and delete records
- understand table and query relationships and how they affect the integrity of your data
- protect your database files against unauthorised access
- use the Switchboard Manager to create a menu system.

Prerequisites

This course assumes a basic knowledge of Microsoft Access 2003, especially building a database file and data tables. It would also be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

Course Duration

This course outline is an example of a typical 1 day course; we would like to meet with you for a no-obligation chat to discuss how we can best format the course to suit your needs.

Course Cost

From £400. Manuals to accompany the course are available at £35 each
Prices vary please contact us for a quote to suit your budget.

Versions Offered:

Microsoft Office 97, 2000, XP & 2003

Roade IT Training

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Course Contents

- 1 Sorting & Filtering Table Data**
 - a) Simple Sorting
 - b) Sorting On Several Fields
 - c) Creating A Simple Filter
 - d) Clearing A Filter
 - e) Filtering By Exception
 - f) Filtering By Form
 - g) Sorting & Filtering Table Data Quick Reference
- 2 Formatting Table Data**
 - a) Changing Column Widths
 - b) Changing Column Headings
 - c) Formatting The Datasheet (Table)
 - d) Changing Fonts
 - e) Moving Columns
 - f) Freezing Columns
 - g) Hiding Columns
 - h) Unhiding Columns
 - i) Formatting Table Data Quick Reference
- 3 Data Validation**
 - a) Assigning Default Values
 - b) Marking A Required Field
 - c) Validation Rules And Text
 - d) Creating A LookUp Field
 - e) Working With Validations
 - f) Data Validation Quick Reference
- 4 Exporting Records**
 - a) Copying A Table
 - b) Exporting A Table To Microsoft Excel
 - c) Exporting A Table To A Text File
 - d) Exporting A Filtered Table
 - e) Exporting Selected Records
 - f) Creating An Export Query
 - g) Exporting From A Query
 - h) Exporting Records Quick Reference
- 5 Exporting To HTML**
 - a) Exporting A Table To HTML
 - b) Viewing An HTML Document
 - c) Exporting A Report To HTML
 - d) Creating Hyperlinks
 - e) Exporting TO HTML Quick Reference
- 6 Parameter Queries**
 - a) Creating A Parameter Query
 - b) Displaying All Records
 - c) Using Parameters To Display A Record Range
 - d) Nominating Specific Data Types
 - e) Using Parameters In Expressions
 - f) Parameter Queries Quick Reference
- 7 Calculated Fields**
 - a) Creating A Calculated Field
 - b) Formatting Calculations
 - c) Calculating Across Two Tables
 - d) Calculating Dates
 - e) Using Criteria In Calculations
 - f) Concatenating String Fields
 - g) Calculated Fields Quick Reference
- 8 Action Queries**
 - a) Creating A Make Table Query
 - b) Viewing A Table Created By A Make Table Query
 - c) Expressions & Update Queries
 - d) Preparing An Update Query
 - e) Running An Update Query
 - f) Creating A Saved Update Query
 - g) Running A Saved Query
 - h) Creating A Delete Query
 - i) Creating An Append Query
 - j) Action Queries Quick Reference
- 9 Table And Query Relationships**
 - a) Understanding Join Types
 - b) Using Default Joins
 - c) Orphan Records
 - d) Viewing Orphan Records
 - e) Deleting Orphan Records
 - f) Creating An Exception Query
 - g) Viewing A Query In SQL
 - h) Table & Query Relationships Quick Reference
- 10 Database Protection**
 - a) Setting A Password
 - b) Opening A File With A Password
 - c) Removing A Password
 - d) Encoding A Database File
 - e) Decoding A Database File
 - f) Hiding Database Objects
 - g) Viewing And Unhiding An Object
 - h) Database Protection Quick Reference
- 11 Using The Switchboard**
 - a) Creating A Switchboard
 - b) Creating Subsidiary Menus
 - c) Creating A Menu Item
 - d) Returning To Another Menu
 - e) Creating A Number Of Menu Items
 - f) Linking The Menus
 - g) Modifying The Menu Forms
 - h) Changing The Startup
 - i) Using The Switchboard Quick Reference.