



Roade IT Training

The Roade to Successful IT Training

Specialists in Microsoft Office & All Corporate Computer Training

Course Outline

Microsoft Access 2003 Customisable Course

Overview

You choose the skills and knowledge covered on this course to match your requirements. Select which areas you would like to be covered in the training and we will help you to build a course that covers only the areas you need.

Target Audience

This course is primarily designed for companies who can see the potential in building customised course for each team. Through creating a customised course, companies see a higher return on investment and delegates enjoy not having to re-learn the parts of Word that they already feel comfortable with. Because the training covers only the areas required, the delegates are not bombarded with information they will never need to know or use. This reduces the time spent in training and increases knowledge retention.

Objectives

You set the objectives!

Prerequisites

This course assumes no prior knowledge of Microsoft Access. It would 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

Various.

Course Cost

From £350 per day. Customised manuals to accompany the course are priced from £30 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 An Overview of Access 2003**
 - a) Understand Relational Databases
 - b) Examine the Access Environment
 - c) Open the Database Environment
 - d) Examine an Access Table
- 2 Managing Data**
 - a) Examine an Access Form
 - b) Add and Delete Records
 - c) Sort Records
 - d) Display Recordsets
 - e) Update Records
 - f) Run a Report
- 3 Establishing Table Relationships**
 - a) Identify Table Relationships
 - b) Identify Primary and Foreign Keys in the Relationships Window
 - c) Work with Subdatasheets
- 4 Querying the Database**
 - a) Create a Select Query
 - b) Add Criteria to a Query
 - c) Add a Calculated Field to a Query
 - d) Perform a Calculation on a Record Grouping
- 5 Designing Forms**
 - a) Examine Form Design Guidelines
 - b) Create a Form Using AutoForm
 - c) Create a Form Using the Form Wizard
 - d) Modify the Design of a Form
- 6 Producing Reports**
 - a) Create an AutoReport
 - b) Create a Report by Using the Wizard
 - c) Examine a Report in Design View
 - d) Add a Calculated Field to a Report
 - e) Modify the Format Properties of a Control
 - f) AutoFormat a Report
 - g) Adjust the Width of a Report
- 7 Planning a Database**
 - a) Design a Relational Database
 - b) Identify Database Purpose
 - c) Review Existing Data
 - d) Determine Fields
 - e) Group Fields into Tables
 - f) Normalize the Data
 - g) Designate Primary and Foreign Keys
- 8 Building the Structure of a Database**
 - a) Create a New Database
 - b) Create a Table Using a Wizard
 - c) Create Tables in Design View
 - d) Create Relationships between Tables
- 9 Controlling Data Entry**
 - a) Restrict Data Entry with Field Properties
 - b) Create an Input Mask
 - c) Create a Lookup Field
- 10 Finding and Joining Data**
 - a) Find Data with Filters
 - b) Create Query Joins
 - c) Join Unrelated Tables
 - d) Relate Data Within a Table
- 11 Creating Flexible Queries**
 - a) Set Select Query Properties
 - b) Create Parameter Queries
 - c) Create Action Queries
- 12 Improving Your Forms**
 - a) Enhance the Appearance of a Form
 - b) Restrict Data Entry in Forms
 - c) Add Command Buttons
 - d) Create a Subform
- 13 Customizing Your Reports**
 - a) Organize Report Information
 - b) Set Report Control Properties
 - c) Control Report Pagination
 - d) Summarize Information
 - e) Add a Subreport to an Existing Report
 - f) Create Mailing Labels



- 14 Expanding the Reach of Your Data**
- Publish Access Data as a Word Document
 - Analyze Access Data in Excel
 - Export Data to a Text File
 - Merge Access Data with a Word Document
- 15 Structuring Existing Data**
- Import Data
 - Analyze Tables
 - Create a Junction Table
 - Improve Table Structure
- 16 Writing Advanced Queries**
- Create Unmatched and Duplicates Queries
 - Group and Summarize Records Using the Criteria Field
 - Summarize Data with a Crosstab Query
 - Create a PivotTable and a PivotChart
 - Display a Graphical Summary on a Form
- 17 Simplifying Tasks with Macros**
- Create a Macro
 - Attach a Macro to a Command Button
 - Restrict Records Using a Where Condition
- 18 Adding Interaction and Automation with Macros**
- Require Data Entry with a Macro
 - Display a Message Box with a Macro
 - Automate Data Entry
- 19 Making Forms More Effective**
- Change the Display of Data Conditionally
 - Display a Calendar on a Form
 - Organize Information with Tab Pages
- 20 Making Reports More Effective**
- Cancel Printing of a Blank Report
 - Include a Chart in a Report
 - Arrange Data in Columns
 - Create a Report Snapshot
- 21 Maintaining an Access Database**
- Link Tables to External Data Sources
 - Back Up a Database
 - Compact and Repair a Database
 - Protect a Database with a Password
 - Determine Object Dependency
 - Document a Database
 - Analyze the Performance of a Database
- 22 Making Your Data Available on the Web**
- Create a Data Access Page by Using the Wizard
 - Improve the Presentation of the Data Access Page
 - Viewing Data Access Pages with the Browser
 - Edit Data Using the Data Access Page
 - Group Records in the Data Access Page
- 23 Developing a Data Access Page in Design View**
- Create a Data Access Page in Design View
 - Incorporate a ComboBox in the Data Access Page
- 24 Integrating Access into Your Business**
- Import XML Data into an Access Database
 - Export Access Data to XML Format
 - Share Data with Other Office Applications
- 25 Automating a Business Process with VBA**
- Create a Standard Module
 - Develop Code
 - Call a Procedure from a Form
 - Run the Procedure
- 26 Creating a Switchboard and Setting the Startup Options**
- Create a Database Switchboard
 - Modify a Database Switchboard
 - Set the Startup Options
 - Modify the Startup Options
- 27 Distributing and Securing the Database**
- Split a Database
 - Implement Security
 - Set Passwords
 - Encode and Decode a Database
 - Convert an Access Database to an MDE File
- 28 Test the New Record Function of the Data Access Page**
- Develop a PivotTable with the Office PivotTable Tool
 - Develop a PivotChart