

USING MICROSOFT OFFICE ACCESS 2003 - LEVEL 2

Course Length: 6 hours (9 a.m. – 4:00 p.m.)

Prerequisites: Using Microsoft Office Access 2003 - Level 1

Course Overview

In the *Using Microsoft Office Access Level 2* course, the student will learn how to plan, design and create a database; create and modify tables; create more advanced queries, forms and reports; attach a macro to a button on a form; link to external data; join tables; import and export data; and use mail merge.

Plan and Design a Relational Database

Build a Relational Database

- Create a Database File
- Create the Database Tables
- Assign Primary Key Fields
- Set Field Properties
- Modify Fields
- Assign Table Relationships

Forms

- Create a form using AutoForm
- Create a form using the Form Wizard
- Create a Relational Form
- Set Form Properties
- Create a Combo Box Control
- Create a Calculated Control

Queries

- Review Select Queries
- Create a Parameter Query
- Create a Calculated Field
- Perform Calculations on a Group of Records
- Create a Make Table Query

Reports

- Create a Multi-level grouping Report with Subtotals and Grand Total

Macros

- Create a Macro to Automate Tasks
- Attach a Macro to a Button on a Form

Import, Export and Link Data

- Import and Export Data
- Link to External Data
- Join Tables

Mail Merge

- Merge data with documents