

# USING MICROSOFT OFFICE ACCESS 2003 - LEVEL 3

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

Prerequisites: Using Microsoft Office Access 2003 Level 1 and Level 2

## Course Overview

In the *Using Microsoft Office Access Level 3* course, the student will learn how to create more advanced queries, reports, and forms. This course will also cover how to automate database tasks with macros and how to build a user interface for a database application. The student will learn about database security and maintenance features as well as how to build a data access web page.

### Queries

- Create and run a crosstab query
- Create and run action queries
- Base a query on another query
- Create a subquery
- Create expressions in queries
- Create a top values query

### Reports

- Create a column-formatted report
- Create a subreport within a report
- Create and insert a chart on a report

### Forms

- Create a multi-page form with tabs
- Create and edit a pivot form
- Create a dialog box with an option group and command buttons

### Macros

- Create a conditional macro
- Attach a macro to a form control

### Build a User Interface

- Create a switchboard form with buttons
- Create custom menus and toolbars
- Set startup options

### Data Access Pages

- Create and modify a data access page
- Apply a theme to a data access page

### Database Security

### Database Maintenance

- Compact and repair a database
- Convert a database to another version