

Microsoft Office Access 2003 (Advanced)

IN BRIEF

Delivery: Instructor Led

Duration: One day

Class size: 10 Students Max.

Inclusions: Microsoft Access 2003 expert instructor, comprehensive course manual, individual computer access and refreshments.

Audience: This course is primarily designed for people who want to extend their skills working with data in existing databases.

Prerequisites: This course assumes a good working 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.

Products Covered:
Microsoft Access 2003

Course Description

This one day, instructor-led course will provide participants with the higher level skills required to customise Access, use queries and Pivot Tables and Charts.

Objectives

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

- Customise Access menus and toolbars
- Create and use macros and edit functions
- Manage data access pages
- Use various query methods
- Create Pivot Tables and Pivot Charts
- Use Auto Form

Topics Covered

Customising Access

Customising menus and toolbars
Creating menus
Showing, hiding and creating toolbars

Setting Access Options

Setting general and view options
Setting editing and keyboard options
Setting datasheet, form, and report options
Setting page and tables/queries options
Setting error checking options
Setting advanced and international options
Setting spelling and autocorrect options
Setting start-up options
Setting macro security options

Creating Macros

Using the macro design toolbar
Creating and running a macro

Advanced Macro Uses

Editing a macro with the visual basic editor
Assigning a macro to a keystroke or toolbar
Viewing and printing macro definitions

Advanced Data Tools

Using the switchboard manager
Creating, editing and deleting a switchboard

Creating Data Access Pages

Using the data access page wizard
Using design view to create data access page
Using an existing html page

Modifying Data Access Pages

Adding a theme and images
Adding and formatting text and controls
Aligning and sizing content

Using Data Access Pages

Data entered via a data access page
Protecting data

Table Relationships

Normalizing your data
Establishing referential integrity
Using cascade update and delete
Setting fields for indexing
Using indexing

Using Crosstab Queries

Understanding crosstab queries
Creating a crosstab query using the wizard
Creating a crosstab query manually

Using Parameter Queries

Setting up parameter queries
Using a parameter query

Advanced Reporting Features

Using auto format
Aligning and formatting controls
Adding pictures and lines

Creating a Pivot Table

Creating a pivot table using the wizard
Continuing where the wizard left of
More about fields
Completing your pivot table

Using Auto Form and Creating Pivot Charts

Creating a pivot table using auto form
Creating a pivot chart using auto form
About pivot chart fields
Completing a pivot chart

Using Pivot Tables and Pivot Charts

Using a pivot table
Using a pivot chart
Editing a pivot table or pivot chart
Common pivot chart editing features
Turning a pivot table into a pivot chart and vice-versa