

Access 2003 Advanced

(2 day course)



Course Overview

This instructor-led course explores summarizing and grouping data in reports and forms

Who Should Attend

Individuals attending this course have experience in designing and maintaining an Access 2003 database and require a detailed understanding of advanced program design and features.

Prerequisites

A working knowledge of the skills outlined within *Windows 98 Introduction*, *Windows NT 4.0 Introduction*, *Windows 2000 Professional Introduction* or *Windows XP Introduction*, *Microsoft Access 2003 Introduction* and *Microsoft Access 2003 Intermediate* courses are required.

What students accomplish

Upon completing this hands-on course, the student will have:

- Designed a Relational Database
 - Normalized Data
 - Added and Removed Subdatasheets from Forms and Tables
 - Designed Multi-Table forms
 - Formatted Subforms
 - Worked with Multi-page forms
 - Created Tab Control Forms
 - Set Tab Control Form properties
 - Created Reports using Queries
 - Performed Calculations in Reports
 - Created Summary Reports
 - Added a Subreport
 - Exported Tables to Compatible File Formats
 - Linked and Imported Data from Other File Formats
 - Used the Chart Wizard to Create Charts in Access
 - Edited Charts
 - Created Pivot Tables in Access using the Pivot Table Wizard
 - Created Switchboard Forms
 - Added Command Buttons to Switchboard Pages
 - Created Web Folders
 - Created Static HTML Files
 - Used Hyperlinks in Access
 - Exported and Viewed a Report using Snapshot
 - Used Autopage to create Data Access Pages
 - Grouped Records using Data Access Pages
 - Set User-Level Security
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What students receive

Each student receives a copy of our Productivity Point Student Manual for post-class reference and review.

Designing Relational Databases

- Exploring the Database Design Process
- Normalizing Data
- Controlling Data Integrity

Using Advanced Table Design Techniques

- Creating Built-In Lookup Fields
- Validating Data

Designing Multi-Table Forms

- Identifying the components of a Multi-Table Form
- Using the Form Wizard to Create Multi-Table Forms
- Customizing Subforms
- Creating a Calculated Summary Expression
- Displaying Subtotals on the Main Form
- Inserting A Subdatasheet in Form

Creating Advanced Reports

- Creating A Report Using a Query
- Using AutoFormat Feature
- Adding and Deleting Headers and Footers
- Working with Controls
- Adding a Box to a Report
- Inserting A Subdatasheet in Form
- Performing Calculations in a Report
- Using the Wizard to Create a Summary Report
- Creating Summary Reports by Hiding the Detail Section of a Report
- Adding a Subreport to a Main Report
- Accessing a Subreport in Design View

Working with External Data

- Identifying Compatible File Formats for Exporting
- Exporting an Object to an Existing Database
- Exporting to other File Formats
- Determining Whether to Import or Link Data
- Identifying Compatible File Formats for Importing
- Importing or Linking from Various File Formats

Analyzing Data with Charts and Pivot Tables

- Starting the Chart Wizard in a Form or Report
- Modifying a Chart
- Working in the Chart Edit Mode
- Changing the Chart Type
- Using the Chart Options
- Exiting Chart Edit Mode
- Converting a Form into a Report
- Working with the Pivot Table Wizard
- Modifying the Pivot Table

Exploring Switchboards

- Identifying Switchboard Functions
- Creating the Basic Form for a Switchboard
- Using Switchboard Options
- Adding Commands to Switchboard Pages
- Using the Chart Options
- Using the Switchboard Manager
- Converting a Form into a Report
- Working with the Pivot Table Wizard
- Modifying the Pivot Table

Using Access on The Web

- Creating a Web Folder
- Saving Files to a Web Folder
- Creating Static HTML Files
- Viewing Static HTML Files in the Web Browser
- Using Hyperlinks in Access
- Populating a Hyperlink Field using an Update Query
- Adding Hyperlinks to Form Controls
- Adding Hyperlinks to Toolbars
- Exporting Reports to Snapshot Format
- Viewing a Report in Using the Snapshot Viewer

Working with Data Access Pages

- Understanding Data Access Pages
- Using the AutoPage Feature
- Navigating the Data Access Page
- Viewing the Data Access Page with Internet Explorer
- Using the Page Wizard
- Working with Page Design Sections
- Using the Page Design Field List
- Defining Groups in the Page Wizard
- Setting Sorting and Grouping Properties

Securing A Database

- Understanding Database Security
- Setting and Removing a Database Password
- Opening a Database with a Password
- Using the Security Wizard
- Setting Workgroup Information
- Securing Database Objects
- Granting User Permissions
- Creating a Backup Copy of the Database
- Viewing and Saving the Security Report
- Initializing User-Level Database Security