

ACCESS 2003: LEVEL 2

Available Dates: **Request Dates**

Class Length: **1 day**

Cost: **\$199**

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Class Outline:

Description:

This course teaches intermediate-level features and functions of Access 2003. Students will learn how to set table relationships, work with Lookup fields and subdatasheets, create join queries, create PivotTables and PivotCharts, and use hyperlink fields and data access pages.

Unit 1: Relational databases

Topic A: Database normalization

Topic B: Relating tables

Topic C: Implementing referential integrity

Unit 2: Working with related tables

Topic A: Using the Lookup Wizard

Topic B: Modifying Lookup fields

Topic C: Adding data to related tables

Unit 3: Complex queries

Topic A: Joining tables in queries

Topic B: Creating calculated fields

Topic C: Summarizing and grouping values

Unit 4: Advanced form design

Topic A: Adding unbound controls

Topic B: Adding graphics

Topic C: Adding calculations

Topic D: Adding combo boxes

Unit 5: Advanced reports

Topic A: Creating customized headers and footers

Topic B: Adding calculated values

Topic C: Working with subreports

Unit 6: Creating charts

Topic A: Creating charts in forms

Topic B: Creating charts in reports

Unit 7: PivotTables and PivotCharts

Topic A: Creating PivotTables

Topic B: Modifying PivotTables

Topic C: Working with PivotCharts

Unit 8: Internet integration

Topic A: Working with hyperlink fields

Topic B: Working with data access pages

Objectives:

- Normalize tables, set table relationships, and implement referential integrity between related tables.
- Create a Lookup list field, modify Lookup field properties, and use a subdatasheet to add data to related tables.
- Create join queries, create calculated fields in a query, and use queries to view summarized and grouped data.
- Add unbound controls, graphics, calculated fields, and a combo box to a form.
- Add headers and footers in a report, use functions to add calculated values in a report, and embed a subreport in a report.

- Create and modify charts in forms and reports.
- Create a PivotTable, modify a PivotTable, and create a PivotChart.
- Create and use hyperlink fields and data access pages.