

Course Specifications

Access 2003 Module II:

Course number:

Course length: 1 Day

Registration:

CAD & Facilities Services, Inc.
(315) 686.6110
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 **Microsoft**
GOLD CERTIFIED
Partner

Learning Solutions
Networking Infrastructure Solutions
Security Solutions



Access 2003 Module II:

This course provides competency in creating and using forms, creating and using reports, using data access pages, exporting data, and managing databases.

Guided, step-by-step labs provide opportunities to practice new skills. You can challenge yourself and reinforce your skills after each lesson in the Lesson Summary and Lesson Review sections, and the Activities and Optional Labs. Additional skill review is provided in Lesson Quizzes and a Course Assessment that are available from your instructor.

Topics

Lesson 1: Creating and Using Forms

- Introduction to Forms
- Creating Forms Using AutoForm
- Creating Forms Using the Form Wizard
- Working with Form Controls
- Error Checking in Forms and Reports
- Adding and Deleting Controls
- Moving and Sizing Controls
- Aligning and Spacing Controls
- Working with Control Properties
- Working with Form Properties
- Working with Headers and Footers
- Printing Forms
- Using Forms to Add Records
- Sorting Records in Form View

Lesson 2: Using Subforms

- Overview of Subforms
- Creating Subforms
- Using the SubForm Wizard
- Creating Subforms Using Drag-and-Drop
- Displaying Information with Subforms
- Changing the Subform View
- Changing the Subform Layout
- Using Subforms to Add Table Records

Lesson 3: Using Advanced Form Features

- Creating Forms in Design View
- Using Calculated Controls

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Adding an Unbound Control
Understanding the Syntax of an Expression
Creating an Expression Manually
Creating an Expression Using the Expression Builder
Improving Data Entry Accuracy
Using Shortcut Keys
Setting the Tab Order

Lesson 4: Creating and Using Reports

Advantages of Reports
Creating Reports Using AutoReport
Creating Reports Using the Report Wizard
Examining Report Sections
Working with Report Controls
Adding and Deleting Controls
Adding a Calculated Control to a Report
Moving, Sizing, Aligning and Spacing Controls

Lesson 5: Using Advanced Report Features

Working with Report Control and Section Properties
Grouping and Sorting Records in Reports
Changing Report Properties Printing Reports
Creating Reports in Design View
Customizing Headers and Footers
Forcing Pagination
Concatenating Text Fields
Working with Subreports

Lesson 6: Enhancing Forms and Reports

Using AutoFormat
Changing the Appearance of Forms and Reports
Applying Special Effects to Forms and Reports
Applying Colors to Forms and Reports
Formatting Form Sections
Adding Graphics to Forms and Reports

Lesson 7: Using Data Access Pages

Introduction to Data Access Pages
Saving Forms and Reports as Data Access Pages
Using the Page Wizard
Creating Data Access Pages in Design View
Saving PivotTables and PivotCharts as Data Access Pages

Lesson 8: Managing Databases

Importance of Database Management

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Working with Object Dependencies
Identifying Object Dependencies
Modifying Object Dependencies
Compacting and Repairing Databases
Backing Up Databases

Lesson 9: Importing and Exporting Data

Introduction to Importing and Exporting Data
Importing Data into Tables
Importing Data into New Tables
Appending Imported Data to Existing Tables
Exporting Data to Other Office 2003 Applications
Working with XML Documents
Exporting Access Data as XML Documents

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