

MOS Access 2003

Course Aims

This course designed to help Microsoft Office Specialist Certification candidates prepare for the Microsoft Office Access 2003 certification exam.

Pre-requisites

An understanding of Windows, MS Access 97/2000/2002 will be an added advantage

Level	Duration	Time
Basic & Intermediate	3 Days / 24 Hours	9:00 am to 6:00 pm

Module 1. Creating Tables

- Using the Database Wizard
- Creating a New Database
- Designing Tables
- Creating a Table in Design View
- Using Design View
- Adding Field Names
- Assigning Data Types
- Adding a Field Description
- Setting a Primary Key
- Saving a New Table
- Using the Table Wizard
- Labs- Creating Tables

Module 2. Setting Field Properties

- Using Field Properties
- Limiting Field Size
- Setting Number Formats
- Setting Date/Time Formats
- Setting Yes/No Formats
- Setting Default Values
- Setting Validation Rules
- Creating an Input Mask Wizard
- Creating an Input Mask Manually
- Creating a Custom Input Mask
- Typing a Lookup List
- Modifying Lookup Properties
- Labs- Setting Field Properties

Module 3. Finding and Filtering Data

- Sorting Records
- Finding Specific Records
- Finding Records using Wildcards
- Using Replace
- Using Filter By Selection
- Applying/Removing a Filter
- Using Filter Excluding Selection
- Using Filter For
- Using Filter By Form
- Labs- Finding and Filtering Data

Module 4. Using Simple Queries

- Using Queries and Record sets
- Using the Simple Query Wizard
- Creating a Query in Design View
- Opening a Query
- Adding a Table to a Query
- Joining Tables in a Query
- Running a Query
- Labs- Using Simple Queries

Module 5. Modifying Query Results

- Sorting a Query
- Adding Criteria to a Query
- Hiding a Field in a Query
- Adding a Record using a Query
- Printing a Query

- Labs- Modifying Query Results

Module 6. Using Operators in Queries

- Using Comparison Operators
- Using an And Condition
- Using an Or Condition
- Using the Between And Operator
- Using the Expression Builder
- Using a Wildcard Character
- Labs- Using Operators in Queries

Module 7. Creating Relationships

- Using Related Tables
- Creating a Relationship between Tables
- Setting Referential Integrity
- Viewing Subdatasheets
- Deleting a Join Line
- Labs- Creating Relationships

Module 8. Designing Advanced Queries

- Setting Top Values in a Query
- Creating a Calculated Field
- Formatting a Calculated Field
- Creating a Function Query
- Creating a Parameter Query
- Creating a Concatenation in a Query
- Filtering a Query
- Labs- Designing Advanced Queries

Module 9. Creating Basic Forms

- Using Forms
- Using the Form Wizard
- Viewing Records in a Form
- Printing Records in a Form
- Basing a Form on a Query
- Using AutoForm
- Adding a Record using a Form
- Labs- Creating Basic Forms

Module 10. Manipulating Controls

- Using Controls
- Selecting Nonadjacent Controls
- Selecting Adjacent Controls
- Deleting Controls
- Sizing a Control by Dragging
- Moving Controls
- Sizing Controls Automatically
- Viewing the Properties of an Object
- Changing a Control Property
- Labs- Manipulating Controls

Module 11. Using Design View

- Hiding the Ruler
- Disabling the Snap to Grid Feature
- Displaying the Field List
- Adding a Field
- Moving Part of a Paired Control

MOS Access 2003

- Aligning Controls
- Spacing Controls
- Using the Toolbox
- Adding a Label
- Adding an Image
- Adding a Rectangle
- Adding a Line
- Editing an Unbound Control
- Using Multiple Undo/Redo in Design View
- Labs- Using Design View

Module 12. Using Advanced Form Design

- Using Forms in Design View
- Creating a Combo Box
- Creating a List Box
- Creating an Option Group
- Adding a Logic Control
- Setting the Tab Order Automatically
- Setting the Tab Order Manually
- Adding a Form Header and Footer
- Creating a Blank Form
- Labs- Using Advanced Form Design

Module 13. Using Other Form Techniques

- Adding a Command Button
- Saving a Form as a Report
- Creating a PivotTable or PivotChart View
- Labs- Using Other Form Techniques

Module 14. Creating Basic Reports

- Using Reports
- Using the Report Wizard
- Using Print Preview Reports
- Printing Pages of a Report
- Grouping and Summarizing Report Data
- Basing a Report on a Query
- Using AutoReport
- Labs- Creating Basic Reports

Module 15. Using Advanced Report Design

- Adding Report Sections in Design View

- Creating a Calculated Control
- Grouping Data in a Report
- Creating Group Headers and Footers
- Creating a Running Summary
- Inserting a Date/Time Control
- Inserting a Page Break
- Changing the Report Margins
- Using the Label Wizard
- Creating a Report without Using a Wizard
- Labs- Using Advanced Report Design

Module 16. Using Access and the Internet

- Working with Hyperlinks
- Creating a Hyperlink Field
- Inserting a Hyperlink Field
- Editing a Hyperlink Field
- Deleting a Hyperlink Field
- Hiding/Displaying the Web Toolbar
- Creating a Data Access Page
- Grouping and Sorting Data Access Pages
- Creating a PivotTable in a Data Access Page
- Encrypting a Database
- Assigning a Database Password
- Removing a Database Password
- Labs- Using Access and the Internet

Module 17. Exporting Data to Excel and Word

- Exporting Data to an Excel Workbook
- Dragging and Dropping Data into Excel
- Creating Excel Workbooks Office Links
- Creating Word Documents Office Links
- Labs- Exporting Data to Excel and Word

Module 18. Printing Data

- Printing Table Data
- Changing the Page Setup
- Using Print Preview
- Printing Selected Records
- Labs- Printing Data