

Microsoft ®

Access 2003 Course Outline

Intermediate Level – 6 Hours

THE NORTHWIND DATABASE

- Installing The Northwind Database

DESIGNING TABLES IN ACCESS

- Normalizing Data
- Establishing Relationships
- Working With Indexes
- Working With Data Types

DESIGNING QUERIES IN ACCESS

- Creating Action Queries
- Creating Parameter Queries
- Creating Calculated Columns In Queries
- Joining Tables

DESIGNING FORMS IN ACCESS

- Creating Data Entry Forms
- Working With Subforms
- Creating Pop-Up Forms
- Working With Switchboards

DESIGNING REPORTS IN ACCESS

- Working With Standard Reports
- Working With Pop-Up Reports
- Working With Subreports
- Working With Report Snapshots
- Developing Data Access Pages

WORKING WITH PIVOTTABLES AND PIVOTCHARTS

- Creating Pivottables And Pivotcharts
- Creating Pivottable Forms
- Creating Pivotchart Forms

IMPORTING AND EXPORTING

- Linking To External Data Sources
- Importing Data Into Access
- Exporting Data From Access

BUILDING EXPRESSIONS

- Using The Expression Builder
- Using Common Built-In Functions