

Access 2003: Advanced

Course length: 2 Days

Course Objective: You will create complex Access databases using forms, reports, and macros. You will also learn remote database management, how to exchange data with XML and other type applications, and how to automate your business processes by using VBA code.

Target Student: This course is designed for the student who wishes to learn intermediate and advanced operations of the Microsoft® Office Access 2003 database program. The Level 3 course is for the individual whose job responsibilities include working with heavily related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance. It is also designed as one in a series of courses for students pursuing the Microsoft® Office Specialist Certification for Microsoft® Office Access 2003, and it is a prerequisite to taking more advanced courses in Microsoft® Office Access 2003.

Prerequisites: Access 2003 – Introduction (2-day)

Performance-Based Objectives: Upon successful completion of this course, students will be able to:

- ◆ Restructure an existing set of data to improve the design of a database.
- ◆ Use a variety of techniques to summarize and present data with queries.
- ◆ Create and revise basic Access macros.
- ◆ Create macros that improve data entry efficiency and integrity.
- ◆ Improve the effectiveness of data entry in forms.
- ◆ Improve the effectiveness of data displayed in reports.
- ◆ Maintain an Access database by using various utility tools.
- ◆ Develop a data access page.
- ◆ Develop a data access page, a PivotTable, and a PivotChart.
- ◆ Import XML data and export Access data.
- ◆ Use VBA to automate a business process.
- ◆ Create and modify a database switchboard, and set and modify your startup options.
- ◆ Distribute a database and add security features to it.

If you have any questions about this course, please call CompuTrain at (713) 349-9186.

Course Content

DAY 1

Lesson 1: Structuring Existing Data

- Import Data
- Analyze Tables
- Create a Junction Table
- Improve Table Structure

Lesson 2: Writing Advanced Queries

- Create Unmatched and Duplicates Queries
- Group and Summarize Records Using the Criteria Field
- Summarize Data with a Crosstab Query
- Create a PivotTable and a PivotChart
- Display a Graphical Summary on a Form

Lesson 3: Simplifying Tasks with Macros

- Create a Macro
- Attach a Macro to a Command Button
- Restrict Records Using a Where Condition

Lesson 4: Adding Interaction and Automation with Macros

- Require Data Entry with a Macro
- Display a Message Box with a Macro
- Automate Data Entry

Lesson 5: Making Forms More Effective

- Change the Display of Data Conditionally
- Display a Calendar on a Form
- Organize Information with Tab Pages

Lesson 6: Making Reports More Effective

- Cancel Printing of a Blank Report
- Include a Chart in a Report
- Arrange Data in Columns
- Create a Report Snapshot

Lesson 7: Maintaining an Access Database

- Link Tables to External Data Sources
- Back Up a Database
- Compact and Repair a Database
- Protect a Database with a Password
- Determine Object Dependency
- Document a Database
- Analyze the Performance of a Database

DAY 2

Lesson 1: Making Your Data Available on the Web

- Create a Data Access Page by Using the Wizard
- Improve the Presentation of the Data Access Page
- Viewing Data Access Pages with the Browser
- Edit Data Using the Data Access Page
- Group Records in the Data Access Page

Lesson 2: Developing a Data Access Page in Design View

- Create a Data Access Page in Design View
- Incorporate a ComboBox in the Data Access Page
- Test the New Record Function of the Data Access Page
- Develop a PivotTable with the Office PivotTable Tool
- Develop a PivotChart

Lesson 3: Integrating Access into Your Business

- Import XML Data into an Access Database
- Export Access Data to XML Format
- Share Data with Other Office Applications

Lesson 4: Automating a Business Process with VBA

- Create a Standard Module
- Develop Code
- Call a Procedure from a Form
- Run the Procedure

Lesson 5: Creating a Switchboard and Setting the Startup Options

- Create a Database Switchboard
- Modify a Database Switchboard
- Set the Startup Options
- Modify the Startup Options

Lesson 6: Distributing and Securing the Database

- Split a Database
- Implement Security
- Set Passwords
- Encode and Decode a Database
- Convert an Access Database to an MDE File

Appendix A: Microsoft Office Specialist Program

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