

Access 2003 Intermediate

(1 day course)



Course Overview

This instructor-led course explores customized form design, advanced query features, and customized report design.

Who Should Attend

Individuals attending this course have experience in designing and maintaining an Access 2003 database and require a detailed understanding of advanced product features.

Prerequisites

A working knowledge of the skills outlined within *Windows 98 Introduction*, *Windows NT 4.0 Introduction*, *Windows 2000 Professional Introduction* or *Windows XP Introduction* and *Microsoft Access 2003 Introduction* course is required.

What students accomplish

Upon completing this hands-on course, the student will have:

- Used Calculations and functions in Queries
 - Created Action and Parameter Queries
 - Created Crosstab Queries
 - Identified Form Design Sections
 - Formatted Form Design controls
 - Added Controls to the Form Design using the Toolbox
 - Controlled Form Tab Order
 - Added Images to Form Design
 - Worked with Report Design Sections
 - Added Label Controls to Report Design
 - Formatted Report Design Controls
 - Used the Properties Box to format controls
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What students receive

Each student receives a copy of our Productivity Point Student Manual for post-class reference and review.

<h3>Follow Up Courses</h3>

Access 2003 Advanced

Using Calculations and Functions in Queries

- Understanding Expressions
- Understanding Operators
- Entering Query Criteria
- Creating Custom Calculated Fields
- Using Functions in Calculations
- Calculating Totals in Queries

Creating Action and Parameter Queries

- Identifying Types of Action Queries
- Previewing the Results of Action Queries
- Performing a Make-Table Query
- Performing an Append Query
- Performing an Update Query
- Performing a Delete Query
- Creating Parameter Queries

Creating Crosstab Queries

- Understanding Crosstab Queries
- Using the Crosstab Query Wizard
- Creating a Crosstab Query in the Design View
- Specifying Criteria for Crosstab Queries

Customizing Forms

- Working in Form Design View
- Working with Form Design Sections
- Working with Form Controls
- Formatting Form Controls
- Identifying Toolbox Form Controls
- Adding Toolbox Form Controls
- Controlling Form Tab Order
- Adding Graphics to a Form

Customizing Reports

- Using the Design View
- Using the AutoFormat Feature
- Working with Report Sections
- Adding Text to Reports
- Selecting and Moving Controls
- Setting Control Properties