

Microsoft Access 2003 Level 2 (with Practice Exercises)

General Description	The skills and knowledge acquired in Microsoft Access 2003 Level 2 (with Practice Exercises) are sufficient to be able to sort, filter and query data, to validate data prior to data entry, and to build a small menu system to manage a database.
Learning Outcomes	At the completion of Microsoft Access 2003 Level 2 (with Practice Exercises) you should be able to: <ul style="list-style-type: none">• sort and filter data in a table• format data in tables• use a range of data validation techniques to protect data integrity• export records from Access• export records to HTML for use on the Web• add parameters to queries to capture criteria data• add calculated fields to queries• create action queries to make tables, and update, append, and delete records• understand table and query relationships and how they affect the integrity of your data• protect your database files against unauthorised access• use the Switchboard Manager to create a menu system
Target Audience	Microsoft Access 2003 Level 2 (with Practice Exercises) is designed for people who need to know how to work with data in existing databases. It is ideal for people who work in offices, clubs, schools and offices and who need to know how to manage and manipulate database data.
Prerequisites	Microsoft Access 2003 Level 2 (with Practice Exercises) assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.
Pages	112 pages
Approx* Duration	18.7 hrs
Course Disk	Many of the topics in Microsoft Access 2003 Level 2 (with Practice Exercises) require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com . Simply follow the student files link on the home page. You will need the product code for this course which is INF445.
Methodology	The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario.
Companion Publications	There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com .

** Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Thursday, May 07, 2009 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



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Contents

Sorting & Filtering Table Data

- Simple Sorting
- Sorting On Several Fields
- Creating A Simple Filter
- Clearing A Filter
- Filtering By Exception
- Filtering By Form
- Practice Exercise

Formatting Table Data

- Changing Column Widths
- Changing Column Headings
- Formatting The DataSheet (Table)
- Changing Fonts
- Moving Columns
- Freezing Columns
- Hiding Columns
- Unhiding Columns
- Practice Exercise

Data Validation

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- Marking A Required Field
- Validation Rules And Text
- Creating A LookUp Field
- Working With Validations
- Practice Exercise

Exporting Records

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- Exporting A Table To Microsoft Excel
- Exporting A Table To A Text File
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- Nominating Specific Data Types
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Calculated Fields

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- Calculating Across Two Tables
- Calculating Dates
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- Practice Exercise

Action Queries

- Creating A Make Table Query
- Viewing A Table Created By A Make Table Query
- Expressions & Update Queries
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Table & Query Relationships

- Understanding Join Types
- Using Default Joins
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- Creating An Exception Query
- Viewing A Query In SQL
- Practice Exercise

Database Protection

- Setting A Password
- Opening A File With A Password
- Removing A Password
- Encoding A Database File
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- Hiding Database Objects
- Viewing And Unhiding An Object
- Practice Exercise

Using The Switchboard

- Creating A Switchboard
- Creating Subsidiary Menus
- Creating A Menu Item
- Returning To Another Menu

- Creating A Number Of Menu Items
- Linking The Menus
- Modifying The Menu Forms
- Changing The Startup
- Practice Exercise

Concluding Remarks

Your supplier is:

Product Information