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Microsoft Access 2003 topics

Beginner

Understand Relational Databases
Examine the Access Environment
Open the Database Environment
Examine an Access Table

Managing Data

Examine an Access Form
Add and Delete Records
Sort Records
Display Recordsets
Update Records
Run a Report

Establishing Table Relationships

Identify Table Relationships
Identify Primary and Foreign Keys in
the Relationships Window
Work with Subdatasheets

Querying the Database

Create a Select Query
Add Criteria to a Query
Add a Calculated Field to a Query
Perform a Calculation on a Record
Grouping

Designing Forms

Examine Form Design Guidelines
Create a Form Using AutoForm
Create a Form Using the Form
Wizard
Modify the Design of a Form

Producing Reports

Create an AutoReport
Create a Report by Using the Wizard
Examine a Report in Design View
Add a Calculated Field to a Report
Modify the Format Properties of a
Control
AutoFormat a Report
Adjust the Width of a Report



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Intermediate

Design a Relational Database
Identify Database Purpose
Review Existing Data
Determine Fields
Group Fields into Tables
Normalize the Data
Designate Primary and Foreign Keys

Building the Structure of a Database
Create a New Database
Create a Table Using a Wizard
Create Tables in Design View
Create Relationships between Tables

Controlling Data Entry
Restrict Data Entry with Field
Properties
Create an Input Mask
Create a Lookup Field

Finding and Joining Data
Find Data with Filters
Create Query Joins
Join Unrelated Tables
Relate Data Within a Table

Creating Flexible Queries
Set Select Query Properties
Create Parameter Queries
Create Action Queries

Improving Your Forms
Enhance the Appearance of a Form
Restrict Data Entry in Forms
Add Command Buttons
Create a Subform

Customizing Your Reports
Organize Report Information
Set Report Control Properties
Control Report Pagination
Summarize Information
Add a Subreport to an Existing
Report
Create Mailing Labels

Expanding the Reach of Your Data
Publish Access Data as a Word
Document
Analyze Access Data in Excel
Export Data to a Text File
Merge Access Data with a Word
Document



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Advanced

Import Data
Analyze Tables
Create a Junction Table
Improve Table Structure

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

Simplifying Tasks with Macros
Create a Macro
Attach a Macro to a Command
Button
Restrict Records Using a Where
Condition

Adding Interaction and Automation
with Macros
Require Data Entry with a Macro
Display a Message Box with a Macro
Automate Data Entry

Making Forms More Effective
Change the Display of Data
Conditionally
Display a Calendar on a Form
Organize Information with Tab Pages

Making Reports More Effective
Cancel Printing of a Blank Report
Include a Chart in a Report
Arrange Data in Columns
Create a Report Snapshot

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

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



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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

Integrating Access into Your
Business
Import XML Data into an Access
Database
Export Access Data to XML Format
Share Data with Other Office
Applications

Automating a Business Process with
VBA
Create a Standard Module
Develop Code
Call a Procedure from a Form
Run the Procedure

Creating a Switchboard and Setting
the Startup Options
Create a Database Switchboard
Modify a Database Switchboard
Set the Startup Options
Modify the Startup Options

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