



Course Outline

Microsoft® Access 2003

Level 2

Lesson 1: Planning a Database

- Topic 1A: Design a Relational Database
- Topic 1B: Identify Database Purpose
- Topic 1C: Review Existing Data
- Topic 1D: Determine Fields
- Topic 1E: Group Fields into Tables
- Topic 1F: Normalize the Data
- Topic 1G: Designate Primary and Foreign Keys

Lesson 2: Building the Structure of a Database

- Topic 2A: Create a New Database
- Topic 2B: Create a Table Using a Wizard
- Topic 2C: Create Tables in Design View
- Topic 2D: Create Relationships between Tables

Lesson 3: Controlling Data Entry

- Topic 3A: Restrict Data Entry with Field Properties
- Topic 3B: Create an Input Mask
- Topic 3C: Create a Lookup Field

Lesson 4: Finding and Joining Data

- Topic 4A: Find Data with Filters
- Topic 4B: Create Query Joins
- Topic 4C: Join Unrelated Tables
- Topic 4D: Relate Data Within a Table

Lesson 5: Creating Flexible Queries

- Topic 5A: Set Select Query Properties
- Topic 5B: Create Parameter Queries
- Topic 5C: Create Action Queries

Lesson 6: Improving Your Forms

- Topic 6A: Enhance the Appearance of a Form
- Topic 6B: Restrict Data Entry in Forms
- Topic 6C: Add Command Buttons
- Topic 6D: Create a Subform

Lesson 7: Customizing Your Reports

- Topic 7A: Organize Report Information
- Topic 7B: Set Report Control Properties
- Topic 7C: Control Report Pagination
- Topic 7D: Summarize Information
- Topic 7E: Add a Subreport to an Existing Report
- Topic 7F: Create Mailing Labels

Lesson 8: Expanding the Reach of Your Data

- Topic 8A: Publish Access Data as a Word Document
- Topic 8B: Analyze Access Data in Excel
- Topic 8C: Export Data to a Text File
- Topic 8D: Merge Access Data with a Word Document