

Access 2002 : Level 2

Duration – 1 day

Course Description

Overview: This course is a hands-on instruction book that will introduce students the skills needed for creating, revising, and customizing the design of tables, queries, forms, reports, and data access pages. This course is also for those pursuing core-level Microsoft Office User Specialist (MOUS) certification in Access 2002.

Prerequisites: Students enrolling in this course should have a basic level of understanding of the Access 2000 interface, and should have experience designing tables, simple queries, forms, and reports. To ensure your success, we recommend you first take the following Element K courses or have equivalent knowledge:

- *Windows 2000: Introduction*
- *Microsoft Access 2002: Level 1*

Delivery Method: Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

Benefits: Students will learn intermediate Access 2002 skills, including how to enhance your database designs by using the principles of table relationships and referential integrity, integrate data with other applications, modify a table design to control data entry, find data with filters and queries, customize forms and reports, and create data access pages.

Target student: Anyone who uses Access 2002 as a tool for getting their work done. Your responsibilities might include creating and/or revising the design of tables, queries, forms, reports, and data access pages.

Performance-Based Objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- Share data with other applications and enforce referential integrity.
- Modify the design of a table to streamline data entry and maintain data integrity.
- Use a filter to show records that match criteria and generate different query results by creating different types of joins between tables.
- Create select queries that display special records and design other types of queries, including parameter and action queries.
- Create forms and change their designs to enhance the appearance and usability of a form, and to make your form more professional.
- Create reports and change their designs to better organize and summarize information, and to improve the appearance by enhancing data layout and working with report pagination.
- Create, modify, and work with data access pages.

Course Content

Lesson 1: Managing a Database and Data

- Topic 1A: Import Data
- Topic 1B: Maintain Record Integrity
- Topic 1C: Exporting Data
- Topic 1D: Documenting Table Relationships

Lesson 2: Controlling Data Entry

- Topic 2A: Make Data Entry More Accurate
- Topic 2B: Make Data Entry More Efficient
- Topic 2C: Facilitate Data Entry

Lesson 3: Finding and Joining Data

- Topic 3A: Find Data with Filters
- Topic 3B: Get the Correct Data with Query Joins
- Topic 3C: Building Bridges Between the Data
- Topic 3D: Relating Data Within a Table

Lesson 4: Creating Flexible Queries

- Topic 4A: Summarizing Data with Queries
- Topic 4B: Enter Criteria on the Fly
- Topic 4C: Maintain Data with Queries

Lesson 5: Improving Your Forms

- Topic 5A: Enhance the Appearance of a Form
- Topic 5B: Enhance the Usability of a Form
- Topic 5C: Make Your Forms More Professional
- Topic 5D: Display Form Data from Multiple Tables

Lesson 6: Customizing Your Reports

- Topic 6A: Organize Report Information
- Topic 6B: Enhance Data Layout
- Topic 6C: Working with Report Pagination
- Topic 6D: Summarizing Information
- Topic 6E: Add a Subreport to an Existing Report
- Topic 6F: Creating Mailing Labels

Lesson 7: Making Your Data Available on the Web

- Topic 7A: Create a Data Access Page
- Topic 7B: Improving the Look of a Data Access Page
- Topic 7C: Editing Data Using a Data Access Page
- Topic 7D: Group Records in a Data AccessPage