



**Software Learning Centers**  
1645 S.E Port St. Lucie Blvd  
Port St. Lucie, Florida 34952  
PHONE: 772.337.4005 FAX: 772.337.0870



## **Microsoft Office Access 2003: Level 3**

### **Course Specifications**

Course number: 84462

Software: A custom installation of Microsoft® Office XP Professional □ see the Class Setup Requirements for additional instructions.

Course length: 1.0 day(s)

Certification: Microsoft® Office Specialist: Access 2003

### **Course Description**

Your training in and use of Microsoft® Office Access 2003 has provided you with a solid foundation in the basic and intermediate skills for working in Microsoft® Office Access 2003. You're now ready to extend your knowledge into some of the more specialized and advanced capabilities.

**Course Objective:** You will create complex Access databases using forms, reports, and macros.

### **Performance-Based Objectives**

Upon successful completion of this course, students will be able to:

- Restructure an existing set of data to improve the design of a database.
- Use a variety of techniques to summarize and present data with queries.
- Create and revise basic Access macros.
- Create macros that improve data entry efficiency and integrity.
- Improve the effectiveness of data entry in forms.
- Improve the effectiveness of data displayed in reports.
- Maintain an Access database by using various utility tools.

### **Course Content**

#### **Lesson 1: Structuring Existing Data**

Topic 1A: Import Data

Topic 1B: Analyze Tables

Topic 1C: Create a Junction Table

Topic 1D: Improve Table Structure

#### **Lesson 2: Writing Advanced Queries**

Topic 2A: Create Unmatched and Duplicates Queries

Topic 2B: Group and Summarize Records Using the Criteria Field

Topic 2C: Summarize Data with a Crosstab Query

Topic 2D: Create a PivotTable and a PivotChart

**MSi Software Learning Centers ■ MSi Networking Services ■ MSi Database Services**

*Divisions of Moore Solutions Inc*

Visit Our Web Site [www.mooresolutions.com](http://www.mooresolutions.com)



Software Learning Centers

1645 S.E Port St. Lucie Blvd

Port St. Lucie, Florida 34952

PHONE: 772.337.4005 FAX: 772.337.0870



Commission for  
**Independent Education**

Florida Department of Education

Topic 2E: Display a Graphical Summary on a Form

**Lesson 3: Simplifying Tasks with Macros**

Topic 3A: Create a Macro

Topic 3B: Attach a Macro to a Command Button

Topic 3C: Restrict Records Using a Where Condition

**Lesson 4: Adding Interaction and Automation with Macros**

Topic 4A: Require Data Entry with a Macro

Topic 4B: Display a Message Box with a Macro

Topic 4C: Automate Data Entry

**Lesson 5: Making Forms More Effective**

Topic 5A: Change the Display of Data Conditionally

Topic 5B: Display a Calendar on a Form

Topic 5C: Organize Information with Tab Pages

**Lesson 6: Making Reports More Effective**

Topic 6A: Cancel Printing of a Blank Report

Topic 6B: Include a Chart in a Report

Topic 6C: Arrange Data in Columns

Topic 6D: Create a Report Snapshot

**Lesson 7: Maintaining an Access Database**

Topic 7A: Link Tables to External Data Sources

Topic 7B: Back Up a Database

Topic 7C: Compact and Repair a Database

Topic 7D: Protect a Database with a Password

Topic 7E: Determine Object Dependency

Topic 7F: Document a Database

Topic 7G: Analyze the Performance of a Database

**Appendix A: Microsoft Office Specialist Program**

MSi Software Learning Centers ■ MSi Networking Services ■ MSi Database Services

*Divisions of Moore Solutions Inc*

Visit Our Web Site [www.mooresolutions.com](http://www.mooresolutions.com)