

Access 2003 - Advanced

Bookings 020 7837 2690

www.premierit.com

Course Duration: 1 day	Course Hours: 10am – 5pm
Pre-requisites: The delegate should have attended the Intermediate course, or have gained similar knowledge in the workplace	
Objectives: At the end of the course, the delegate will be able to: Understand database design • Create and edit relationships and enforce referential integrity • Create queries of different types and format query output • Create action queries • Use advanced forms features • Use advanced report features such as sorting and grouping • Create a data access page	

Database Design Designing a Relational Database • Normalisation of Data • De-normalisation • Queries, Forms and Reports • The Table Analyzer • Documenting the Database
Referential Integrity Creating and Editing a Relationship • Enforcing Referential Integrity • Using Queries to Enforce Referential Integrity • Setting Cascade Update and Delete Options • Setting the Default Join Type • Using a Lookup Field for Referential Integrity • Creating a Lookup List from a Fixed Set of Values
Advanced Query Design Applying and Removing a Filter • Using Filter by Form • Specifying Multiple Criteria in a Query • Optimising Queries Using Indexes • The Performance Analyzer • Creating a Parameter Query • Creating a Query to Summarise Data • Formatting Query Output • Creating a Crosstab Query • Changing the Join Type in a Query • Self Joins and Aliases • Cross Joins
Action Queries What is an Action Query? • Creating a Make Table Query • Creating an Append Query • Creating a Delete Query • Creating an Update Query
Advanced Form Design Creating a Form in Design View • The Form Design Worksurface • Use Form Sections • Resizing a Form Section • Modifying the Properties of Form Objects • Adding a Control to a Form • Modifying the Layout of Form Controls • Modifying the Properties of Form Controls • Formatting Controls on a Form • Inserting a Graphic on a Form • Creating a Form Based on Multiple Tables • Using the Subform Control • Using a Template to Create a Form
Advanced Report Design Creating a Report in Design View • The Report Design Worksurface • Use Report Sections • Resizing a Report Section • Modifying the Properties of Report Objects • Adding a Control to a Report • Modifying the Layout of Report Controls • Modifying the Properties of Report Controls • Formatting Controls on a Report • Using Sorting and Grouping Functions in a Report • Modifying Report Section Properties • Using the Subreport Control • Using a Template to Create a Report
Data Access Pages What is a Data Access Page? • Creating a Data Access Page • Connecting to the Data Source • Creating a Grouped Data Access Page • The Data Access Page Design Worksurface • Modifying the Design of a Data Access Page • Adding and Modifying Fields and Controls

Course Structure: Each course is divided into a series of units, supported by relevant practical exercises. You may join a public course, or book your own dedicated company room. You can also tailor the content to your specific needs; accelerating the course or running a workshop.

Help Facility: Provided by our tutors, this facility includes course content only, for a limited period.

Manuals: A comprehensive course manual provides support throughout the course, and is a useful reference for your newly acquired skills upon your return to the office.

Internal Use Only: crscode ACCA03

