



# Microsoft® Office Access 2003: Level 3

## Course Description

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

**Target Student:** This course is designed for the student who wishes to learn intermediate and advanced operations of the Microsoft® Office Access 2003 database program. The Level 3 course is for the individual whose job responsibilities include working with heavily related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance. It is also designed as one in a series of courses for students pursuing the Microsoft® Office Specialist Certification for Microsoft® Office Access 2003, and it is a prerequisite to taking more advanced courses in Microsoft® Office Access 2003.

**Prerequisites:** To ensure the successful completion of Microsoft® Office Access 2003: Level 3, we recommend completion of:

- Microsoft® Office Access 2003: Level 1
- Microsoft® Office Access 2003: Level 2.

## 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 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 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 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
- Topic 2E: Display a Graphical Summary on a Form

### 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 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



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**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