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## Access 2003 - Level 2

### Duration:

Instructor-led Classroom Learning - 2.00 Day(s)  
Online Anytime - Self Paced  
Mentored Learning - Flexible

### Overview:

In this course, student will extend their knowledge into some of the more specialized and advanced capabilities.

### Who Should Attend:

Access 2003: Level 2 is designed for the student who wishes to learn intermediate and advanced operations of the Microsoft Access 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 MOS Certification for Access 2003, and it is a prerequisite to taking more advanced courses in Access 2003.

### Prerequisite(s) or equivalent knowledge:

Access 2003 – Level 1

### Outline:

#### Lesson 1: Structuring Existing Data

- Import Data
- Analyze Tables
- Create a Junction Table
- Improve Table Structure

#### Lesson 2: Writing Advanced Queries

- Create Unmatched and Duplicates Queries
- Group and Summarize Records Using the Criteria Field
- Summarize Data with a Crosstab Query
- Create a PivotTable and a PivotChart



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Display a Graphical Summary on a Form

**Lesson 3: Simplifying Tasks with Macros**

Create a Macro  
Attach a Macro to a Command Button  
Restrict Records Using a Where Condition

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

Require Data Entry with a Macro  
Display a Message Box with a Macro  
Automate Data Entry

**Lesson 5: Making Forms more Effective**

Change the Display of Data Conditionally  
Display a Calendar on a Form  
Organize Information with Tab Pages

**Lesson 6: Making Reports More Effective**

Cancel Printing of a Blank Report  
Include a Chart in a Report  
Arrange Data in Columns  
Create a Report Snapshot

**Lesson 7: Maintaining an Access Database**

Link Tables to External Data Sources  
Back Up a Database  
Compact and Repair a Database  
Protect a Database with a Password  
Determine Object Dependency  
Document a Database  
Analyze the Performance of a Database