

MICROSOFT ACCESS V2003 INTERMEDIATE COURSE OUTLINE IT TUTOR-LED TRAINING COURSE

Course Duration - 3 Hours

Target Audience

This course is designed for people who have a working knowledge of Microsoft Access, or have attended the Microsoft Access Introduction course.

Topics to be covered

Relationships

- Creating relationships between tables
- Join Types

Using related tables within Queries

Using related tables within Reports

Forms

- Using related tables within Forms
- Creating combo boxes on forms
- Creating sub-forms

Macros

- Creating macros
- Using macros
- Creating Command buttons
- Linking macros to command buttons
- Modifying command buttons
- Using command buttons

Creating a user front end menu

- Using macros
- Using command buttons

User startup options

Compacting the Access database

Setting a database password

Exporting data from Microsoft Access to Microsoft Excel

Importing Microsoft Excel data into Microsoft Access

Using Microsoft Access data to create a mail merge in Microsoft Word

