

Access 2000 Level Two

Prerequisites:

This course is designed for students who has a basic level of understanding of the Access 2000 interface, and has designed tables, simple queries, forms, and reports. The prerequisite for this course is Access 2000 Level One.

Course Content

Lesson 1: Principles of Table Design

- Normalizing Data
- Normalizing Data for Fourth and Fifth Normal Forms

Lesson 2: Principles of Table Relationships

- Analyzing Table Relationships
- Establishing and Testing Referential Integrity

Lesson 3: Table Design Techniques

- Data Validation Techniques
- Indexing Techniques

Lesson 4: Designing Select Queries

- Using Calculated Fields in Queries
- Creating Multiple-table Queries

Lesson 5: Customizing Forms Designs

- Customizing the Form Design
- Performing Calculations on a Form
- Adding Combo Boxes to a Form
- Adding Unbound Controls

Lesson 6: Working with Data Access Pages

- Creating Data Access Pages
- Integrating with Other Applications

Lesson 7: Customizing Reports

- Customizing a Report Created by the Report Wizard
- Working with Subreports
- Creating a Report in Design View