

Access 2002 Level Three

Prerequisites:

This course is designed for students who has an advanced level of understanding of Access 2002. The prerequisite for this course is Access 2002 Level One and Access 2002 Level Two.

Course Content

Lesson 1: Structuring Existing Data

- Use the Table Analyzer Wizard for Help
- Decide on Your Own Design
- Create a Junction Table
- Modifying the Original Tables and Completing the Design
- Compact and Repair a Database

Lesson 2: Summarizing Data

- Group and Summarize Records in Different Ways
- Summarize with a Crosstab Query
- Pivot Query Results
- Displaying a Graphical Summary on a Form

Lesson 3: Simplifying Tasks with Macros

- Create a Macro
- Attach a Macro to a Command Button
- Restrict Records

Lesson 4: Adding Interaction and Automation with Macros

- Require Data Entry with a Macro
- Displaying a Message Box with a Macro
- Automate Data Entry

Lesson 5: Making Forms More Usable

- Change the Display of Data Under Certain Conditions
- Organize Information with Tab Pages

Lesson 6: Making Reports More Powerful

- Cancel Printing of a Blank Report
- Including a Chart
- Arranging a chart
- Arranging Data in Columns
- Distributing Reports as a Snapshot

Lesson 7: Expanding the Reach of Your Data

- Merge Access Data with a Word Document
- Publishing Access Data as a Word Document
- Analyze Access Data in Excel