

# Access 2002 Level Two

## Prerequisites:

This course is designed for students who has a basic level of understanding of the Access 2002 interface, and has designed tables, simple queries, forms, and reports. The prerequisite for this course is Access 2002 Level One.

## Course Content

### Lesson 1: Managing a Database and Data

- Import Data
- Maintain Record Integrity
- Exporting Data
- Documenting Table Relationships

### Lesson 2: Controlling Data Entry

- Make Data Entry More Accurate
- Make Data Entry More Efficient
- Facilitate Data Entry

### Lesson 3: Finding and Joining Data

- Find Data with Filters
- Get the Correct Data with Query Joins
- Building Bridges Between the Data
- Relating Data Within a Table

### Lesson 4: Creating Flexible Queries

- Summarizing Data with Queries
- Enter Criteria on the Fly
- Maintain Data with Queries

### Lesson 5: Improving Your Forms

- Enhance the Appearance of a Form
- Enhance the Usability of a Form
- Make Your Forms More Professional
- Display Form Data from Multiple Tables

### Lesson 6: Customizing Your Reports

- Organize Report Information
- Enhance Data Layout
- Working with Report Pagination
- Summarizing Information
- Add a Subreport to an Existing Report
- Creating Mailing Labels

### Lesson 7: Making Your Data Available on the Web

- Create a Data Access Page
- Improving the Look of a Data Access Page
- Editing Data Using a Data Access Page
- Group Records in a Data Access Page