

# Access 97 Level Two

## Prerequisites:

This course is designed for students who has a basic level of understanding of the Access 97 interface, and has designed tables, simple queries, forms, and reports. The prerequisite for this course is Access 97 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

- Working with Calculations
- Creating Multiple-table Queries

### Lesson 5: Enhanced Form Design

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

### Lesson 6: Subform Design

- Creating a Form that Contains a Subform
- Using the Form Wizard to Create a Form that Contains a Subform

### Lesson 7: Customizing Reports

- Customizing a Report Created by the Report Wizard
- Working with Subreports