

# Access 2003: Intermediate

## (Course Number: OFFT-3841)

### Topic-Level Outline

**Prerequisites:** *Access 2003: Basic* or equivalent experience

Participants will learn how to set table relationships, work with Lookup fields and subdatasheets, create join queries, create PivotTables and PivotCharts, and use hyperlink fields and data access pages.

#### **Unit 1: Creating and using forms**

Creating forms using AutoForms and the Form Wizard

Working with form controls

Error checking in forms and reports

Working with controls on a form

Working with form properties

Working with headers and footers

Printing and using forms

Concatenating text fields

Working with subreports

#### **Unit 6: Enhancing forms and reports**

Changing the appearance of forms and reports

Applying special effects to forms and reports

Applying colors to forms and reports

Formatting form sections

Adding graphics to forms and reports

#### **Unit 2: Using subforms**

Creating subforms and Using the subform wizard

Creating subforms using drag and drop

Displaying information with subforms

Changing subforms

#### **Unit 7: Using data access pages**

Saving forms and reports as data access pages

Using the page wizard

Creating data access pages in design view

#### **Unit 3: Using advanced form features**

Creating forms in design view

Using calculated and unbound controls

Understanding the syntax of an expression

Creating expressions

Improving data entry accuracy

Using shortcut keys and Setting the tab order

#### **Unit 8: Managing databases**

Working with object dependencies

Compacting and repairing databases

Backing up databases

#### **Unit 4: Creating and using reports**

Creating reports using Autoreport & the report wizard

Working with report sections and controls

Adding a calculated control to a report

Moving, sizing, aligning and spacing controls

#### **Unit 5: Using advanced report features**

Working with report controls and section properties

Grouping and sorting records in reports

Changing report properties and printing reports

Creating reports in design view

Customizing headers and footers