

### Microsoft Access Level 3

**Prerequisites:** Microsoft Windows Fundamentals, Access Fundamentals, and Access Intermediate (Part 1); or equivalent experience

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#### Course Objectives

This course is intended for participants who wish to learn intermediate and advanced operations within Access. This course is for individuals whose responsibilities include working with heavily related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance.

- Restructure an existing set of data to improve the design of a database
- Use a variety of techniques to summarize and present data with queries
- Create and revise basic Access macros
- Create macros that improve data entry efficiency and integrity
- Improve the effectiveness of data entry in forms
- Improve the effectiveness of data displayed in reports
- Maintain an Access database by using various utility tools

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#### Course Outline

##### Lesson 1: Structuring Existing Data

- Import Data
- Analyze Tables
- Table Analyzer Wizard
- Create a Junction Table
- Many-to-Many Relationships
- Junction Tables
- Improve Table Structure

##### Lesson 2: Writing Advanced Queries

- Create Unmatched and Duplicates Queries
- Group and Summarize Records Using the Criteria Field
- The Criteria Field
- Summarize Data with a Crosstab Query
- Create a PivotTable and a PivotChart
- PivotTable
- PivotChart
- Display a Graphical Summary on a Form

##### Lesson 3: Simplifying Tasks with Macros

- Create a Macro
- Macros
- The Macro Window
- Attach a Macro to a Command Button
- Object Events
- Restrict Records Using a Where Condition
- The Where Condition

##### Lesson 4: Adding Interaction & Automation w/ Macros

- Require Data Entry with a Macro
- Macro Conditions
- Validating Data with Macros
- Plan a Macro

- Display a Message Box with a Macro
- Automate Data Entry

##### Lesson 5: Making Forms More Effective

- Change the Display of Data Conditionally
- Conditional Formatting
- Display a Calendar on a Form
- Organize Information with Tab Pages
- Tab Pages

##### Lesson 6: Making Reports More Effective

- Cancel Printing of a Blank Report
- Include a Chart in a Report
- Arrange Data in Columns
- Create a Report Snapshot
- Report Snapshot
- Snapshot Viewer

##### Lesson 7: Maintaining an Access Database

- Link Tables to External Data Sources
- Linking to a File
- Back Up a Database
- Compact and Repair a Database
- Protect a Database with a Password
- Determine Object Dependency
- Object Dependency Task Pane
- Document a Database
- Database Documenter
- Analyze the Performance of a Database
- Performance Analyzer