

## Access 2000: Level 2

**Course number:** 074 401

**Course length:** 1 day

### Course description

**Overview:** Students will learn how to enhance their database designs by using the principles of normalization and table relationships. Students also learn how to query multiple tables for data that is used in customized forms and reports. Additionally, students learn how to create data access pages to share data over an intranet or the Internet.

**Prerequisites:** *Access 2000: Level 1* or equivalent knowledge.

**Delivery method:** Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

**Benefits:** Students will learn how to take the guesswork out of creating databases by using data-normalization techniques. They will learn how to take advantage of relational database efficiency to maintain data. In addition, students will be able to save time by controlling data entry and automating tasks. Students will also benefit by becoming familiar with Access features that will enable them to customize forms and reports, and to share data over an intranet or the Internet by creating and using data access pages.

**Target student:** Students enrolling in this course should understand the basics of creating and using database objects, including tables, queries, forms, and reports.

**What's next:** *Access 2000: Level 2* is the second course in this series. *Access 2000: Advanced*, the next course in this series, teaches students how to create action queries, more efficient forms and reports, and macros.

### Performance-based objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- Normalize sample tables by identifying design problems.
- Establish relationships between tables by analyzing table relationships and enforcing referential integrity.
- Customize table designs by setting field properties to maintain data integrity, by creating a lookup list, and by creating indexes.
- Design select queries by using multiple tables to calculate, group, average, and concatenate values and to show top values.
- Customize form designs by creating calculated fields, combo boxes, and unbound controls.
- Interact with data through a browser by creating and using data access pages.
- Customize report designs by grouping, sorting, and summarizing data, and by adding subreports.