

## Access 2002: Advanced

### Course Specifications

*Course number: 084-402*

*Course length: 1 day*

### Course Description

**Overview:** You will use advanced capabilities of Access to work with improperly structured data, perform summary operations on data, create macros to automate tasks, enhance forms and reports, and use Access data in other Office applications.

**Prerequisites:** To ensure your success, we recommend you first take the following Element K courses or have equivalent knowledge:

- *Access 2002: Level 1*
- *Access 2002: Level 2*

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

**Benefits:** Students will learn advanced Access 2002 skills, including how to structure existing data, summarize data, simplify tasks with macros, add interaction and automation with macros, make forms more usable, make reports more powerful, and expand the reach of data beyond Access.

**Target student:** Anyone who uses Access 2002 as a tool for getting their work done. Job responsibilities might include structuring existing data into properly designed tables, analyzing data, automating work in Access, implementing advanced capabilities, and using Access tools, as well as supporting less-advanced Access users.

### 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:

- Put existing data into correctly designed tables and compact your database.
- Use a variety of techniques to summarize data.
- Create and revise basic Access macros.
- Create macros that require data entry in certain fields and automate data entry in others.
- Use advanced features to enhance forms.
- Use advanced features to enhance reports and distribute a report to non-Access users.
- Use Office Links to use Access data in other Office programs.

## **Course Content**

### **Lesson 1: Structuring Existing Data**

- Topic 1A: Use the Table Analyzer Wizard for Help
- Topic 1B: Decide on Your Own Design
- Topic 1C: Create a Junction Table
- Topic 1D: Modifying the Original Tables and Completing the Design
- Topic 1E: Compact and Repair a Database

### **Lesson 2: Summarizing Data**

- Topic 2A: Group and Summarize Records in Different Ways
- Topic 2B: Summarize with a Crosstab Query
- Topic 2C: Pivot Query Results
- Topic 2D: Displaying a Graphical Summary on a Form

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

- Topic 3A: Create a Macro
- Topic 3B: Attach a Macro to a Command Button
- Topic 3C: Restrict Records

### **Lesson 4: Adding Interaction and Automation with Macros**

- Topic 4A: Require Data Entry with a Macro
- Topic 4B: Displaying a Message Box with a Macro
- Topic 4C: Automate Data Entry

### **Lesson 5: Making Forms More Usable**

- Topic 5A: Change the Display of Data Under Certain Conditions
- Topic 5B: Display a Calendar on a Form
- Topic 5C: Organize Information with Tab Pages

### **Lesson 6: Making Reports More Powerful**

- Topic 6A: Cancel Printing of a Blank Report
- Topic 6B: Including a Chart
- Topic 6C: Arranging Data in Columns
- Topic 6D: Distributing Reports as a Snapshot

### **Lesson 7: Expanding the Reach of Your Data**

- Topic 7A: Merge Access Data with a Word Document
- Topic 7B: Publishing Access Data as a Word Document
- Topic 7C: Analyze Access Data in Excel

### **Appendix A: Access Object Names**