

ACCESS 2003 LEVEL 3 - OUTLINE

ACCESS 2003 LEVEL 3 - INTRODUCTION

COURSE REQUIREMENTS

COMPONENTS OF THE MANUAL

TRAINING FILES

WHAT'S NEW IN ACCESS 2003?

LESSON 1 - WORKING WITH MACROS

- 1.1 CREATING A MACRO
 - 1.2 ADDING ADDITIONAL MACRO ACTIONS
 - 1.3 ASSIGNING A MACRO TO A COMMAND BUTTON
 - 1.4 CREATING A MACRO GROUP
 - 1.5 USING A MACRO GROUP
 - 1.6 USING MACRO CONDITIONS
 - 1.7 THE AUTOEXEC MACRO
 - 1.8 CREATING AN AUTOKEYS MACRO
- LAB 1 – ON YOUR OWN

LESSON 2 - ACTION QUERIES

- 2.1 ABOUT ACTION QUERIES
 - 2.2 CREATING A MAKE-TABLE QUERY
 - 2.3 CREATING AN APPEND QUERY
 - 2.4 CREATING AN UPDATE QUERY
 - 2.5 CREATING A DELETE QUERY
- LAB 2 – ON YOUR OWN

LESSON 3 - IMPORTING AND EXPORTING DATA

- 3.1 IMPORTING DATA FROM A TEXT FILE
 - 3.2 IMPORTING DATA FROM EXCEL
 - 3.3 IMPORTING DATA FROM ANOTHER ACCESS DATABASE
 - 3.4 LINKING DATA
 - 3.5 EXPORTING DATA TO OTHER FORMATS
 - 3.6 EXPORTING DATA TO ANOTHER ACCESS DATABASE
 - 3.7 ANALYZING RECORDS WITH EXCEL
 - 3.8 PUBLISHING DATA WITH MICROSOFT WORD
- LAB 3 – ON YOUR OWN

LESSON 4 - CREATING A MENU SYSTEM

- 4.1 CREATING A SWITCHBOARD
 - 4.2 ADDING SWITCHBOARD ITEMS
 - 4.3 USING THE SWITCHBOARD
 - 4.4 EDITING A SWITCHBOARD
 - 4.5 SETTING STARTUP OPTIONS
- LAB 4 – ON YOUR OWN

LESSON 5 - WORKING WITH FORMS AND REPORTS

- 5.1 ADDING A SUBFORM USING THE TOOLBOX
- 5.2 MODIFYING A SUBFORM
- 5.3 ALIGNING CONTROLS TO EACH OTHER
- 5.4 CREATING AN OPTION GROUP
- 5.5 EDIT SORTING AND GROUPING LEVELS
- 5.6 INSERTING TOTAL FIELDS
- 5.7 USING RECTANGLES, LINES AND BORDERS

LAB 5 – ON YOUR OWN

LESSON 6 - DATABASE TOOLS AND MAINTENANCE

- 6.1 USING COMPACT AND REPAIR
- 6.2 VIEWING OBJECT DEPENDENCIES
- 6.3 BACKING UP A DATABASE
- 6.4 CREATING A DATABASE REPLICA
- 6.5 SYNCHRONIZING A REPLICA SET
- 6.6 SPLITTING A DATABASE
- 6.7 SETTING A DATABASE PASSWORD

LAB 6 – ON YOUR OWN

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