



ACCESS 2003 ADVANCED COURSE OUTLINE

1. ACCESS 2003 - WORKING WITH THE NORTHWIND DATABASE

- About Northwind
- Checking for Northwind
- Installing Northwind

2. ACCESS 2003 - INTRODUCING STRUCTURED QUERY LANGUAGE

- Structured Query Language (SQL) Bases
- Understanding SQL Statements
- Understanding SQL Conventions
- Understanding SQL Syntax
- Using SELECT Statement
- Selecting All Data
- Selecting Specific Data
- Selecting Conditional Data
- Using ORDER BY Statement
- Sorting Data
- Using Aggregate Functions
- Calculating Data
- Using GROUP BY Statement
- Grouping Data
- Creating a Subquery with Equality
- Creating a Subquery with an Aggregate Function
- Using ANY and ALL Statements
- Understanding SQL Joins
- Creating a Simple Join
- Sorting a Join
- Creating Outer Joins
- Creating Left Outer Joins
- Creating Right Outer Joins
- Creating Full Outer Joins
- Using INSERT Statement
- Understanding INSERT Statement Rules
- Inserting Data using VALUES

- Inserting Data using Defaults
- Inserting Data using SELECT
- Using UPDATE Statement
- Updating All Rows
- Updating Specific Rows
- Updating Multiple Columns
- Using DELETE FROM Statement
- Deleting Specific Rows
- Deleting All Rows
- Viewing SQL in Access 2002
- Understanding SQL in Access 2002
- Writing SQL Specific Queries
- Finding Help on SQL Queries

3. ACCESS 2003 - WORKING WITH MACROS

- Understanding Macros
- Using the Macro Window Toolbar
- CREATING MACROS
- Creating New Macros
- Running a Macro
- Stepping Through a Macro
- Modifying a Macro
- Adding Conditions to Macros
- Using the Expression Builder to create Conditions
- Running Macros with Conditions
- Attaching Macros to a Form
- Attaching Macros to a Report
- Filtering Records
- Commenting Macros
- Printing Macro Definitions
- Viewing Macro Definitions

4. ACCESS 2003 - PROGRAMMING ACCESS USING VISUAL BASIC

- Using Visual Basic Modules
- Converting Macros to Visual Basic Code
- Understanding Modules
- Creating Modules
- Understanding Module Declarations
- Understanding Procedures
- Using Naming Rules
- Declaring Variables
- Setting Variable Scope
- Declaring Constants
- Using Methods
- Using Arguments
- Customising the Visual Basic Editor Window

- Setting the Visual Basic Editor Options
- Using Microsoft Visual Basic Help
- Getting Visual Basic Syntax Help

5. ACCESS 2003 - USING DATA ACCESS PAGES

- Using Data Access Pages
- Creating pages using the AutoPage
- Creating pages using the Page Wizard
- Creating pages using an Existing HTML Document
- Creating pages using the Design View
- Choosing a Theme
- Adding Text
- Adding Controls
- Formatting Text and Labels
- Aligning Content
- Sizing Content
- Adding Images
- Adding Backgrounds
- Sorting Data
- Summarising Data
- Adding a New Record
- Deleting a Record
- Customising Navigation Bar
- Protecting Fields

6. ACCESS 2003 - CONVERTING ACCESS DATABASES

- Converting Databases
- Converting Database Objects
- Enabling Databases
- Sharing Databases across various Access versions
- Converting Access 2002 database to Access 97 database
- Converting Access 2002 database to Access 2000 database

7. CUSTOMISING ACCESS 2003

- Setting Access 2003 Options
- Setting View Options
- Setting General Options
- Setting Edit/Find Options
- Setting Keyboard Options
- Setting Datasheet Options
- Setting Forms/Reports Options
- Setting Pages Options
- Setting Advanced Options
- Setting International Options
- Setting Spelling Options

- Setting Tables/Queries Options
- Setting AutoCorrect Options
- Excluding AutoCorrect Rules
- Removing AutoCorrect Rules
- Adding Replace AutoCorrect Rules
- Removing Replace AutoCorrect Rules
- Opening Customise Dialog Box
- Customising Toolbars
- Creating Custom Toolbars
- Removing Toolbars
- Customising Commands
- Adding Buttons to Toolbars
- Removing Buttons from Toolbars
- Customising Options

8. ACCESS 2003 - ANALYSING ACCESS DATABASES

- Using the Table Analyser
- Renaming Tables
- Adding Key Fields
- Using the Performance Analyser
- Using the Documenter Analyser
- Printing Documentation
- Exporting Documentation