



## Microsoft® Access Level 2 (Intermediate)

**Course Length: One Day**

Prerequisites: Intro to PC's or basic computer knowledge; Access Level 1 (Basic)

### ***Course Description***

This course teaches intermediate concepts, features, and functions of Access 2003, such as relating tables, referential integrity, joins, queries, forms, reports, charts, PivotTables, and Internet integration.

### **Table of Contents**

#### **Unit 1: Relational databases**

Topic A: Database normalization  
Topic B: Relating tables  
Topic C: Implementing referential integrity

#### **Unit 2: Working with related tables**

Topic A: Lookup fields  
Topic B: Modifying Lookup fields  
Topic C: Subdatasheets

#### **Unit 3: Complex queries**

Topic A: Joining tables in queries  
Topic B: Creating calculated fields  
Topic C: Summarizing and grouping values

#### **Unit 4: Advanced form design**

Topic A: Adding unbound controls  
Topic B: Graphics  
Topic C: Adding calculated values  
Topic D: Adding combo boxes

#### **Unit 5: Advanced reports**

Topic A: Creating customized headers and footers  
Topic B: Adding calculated values  
Topic C: Subreports

#### **Unit 6: Charts**

Topic A: Charts in forms  
Topic B: Charts in reports

#### **Unit 7: PivotTables and PivotCharts**

Topic A: PivotTables  
Topic B: Modifying PivotTables  
Topic C: PivotCharts

#### **Unit 8: Internet integration**

Topic A: Hyperlink fields  
Topic B: Working with data access pages

#### **Appendix A: MOS exam objectives map**

Topic A: Comprehensive exam objectives

### ***Course Objectives***

At the end of this course, students will be able to:

- Normalize tables, set table relationships, and implement referential integrity between related tables.
- Create a Lookup list field, modify Lookup field properties, and use a subdatasheet to add data to related tables.
- Create join queries, create calculated fields in a query, and use queries to view summarized and grouped data.
- Add unbound controls, graphics, calculated fields, and a combo box to a form.