



**Airhouse Studios**

## Access 2003 Intermediate Course

### Course Aims

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This course allows the delegate to experience, in a very practical way, the power of Access 2003. By the end of the course, the user will be competent with the following skills:

### Course Outline

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#### **Editing Data**

Cut, Copy and Paste  
The Clipboard  
Replace Text

#### **Advanced Queries**

Sum, Count, and Group By  
Average, Maximum and Minimum  
Calculated Fields in a Query  
Parameter Query  
Append Query  
Delete Query  
Update Query  
Make-Table Query  
Crosstab Query  
Find Duplicate Records Query  
Find Unmatched Records Query

#### **Relationships**

Apply a Primary Key  
Table Relationships  
Referential Integrity  
View Subdatasheet

#### **Table Field Properties**

Lookup Field  
Format Field Properties  
Default Values  
Validation Rules and Text  
Input Masks  
AutoNumber

#### **Advanced Forms**

Subforms  
Linked Forms  
Multiple Table Forms

#### **Form Controls**

Calculated Fields  
Command Buttons  
Combo Boxes  
List Boxes  
Option Groups  
Tab Control

#### **Form Properties**

Titles  
Allow Data Amendments  
Setting Form Views  
Set Cycle Properties  
Shortcut Menu Properties

#### **Advanced Reports**

Grouped Report  
Labels  
Charts  
Calculated Fields

#### **Tools**

Import Data  
Export Data  
Copy, Rename and Delete Objects

**This course outline is a guide. All our courses can be tailored to customer requirements.**

### Target Audience

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This course is aimed at anyone who has some experience of Access 2003 and wishes to examine some of the more advanced features.

### Assumed Knowledge

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Delegates should be familiar with the basics of Access 2003, either from attending our Introductory Course or knowledge gained from their own experience.