

# Access 2002 Intermediate

## 1 day course

### Overview

This course introduces students to the skills needed for creating, revising, and customizing the design of tables, queries, forms, reports, and data access pages in Microsoft Access.

### Prerequisites

Access 2002 Introduction or equivalent knowledge. Students should have experience designing tables, simple queries, forms, and reports.

### Benefits

Students will learn intermediate Access 2002 skills, including how to enhance database designs by using the principles of table relationships and referential integrity, integrate data with other applications, modify a table design to control data entry, find data with filters and queries, customize forms and reports, and create data access pages.

### Target student

Someone whose responsibilities might include creating and/or revising the design of tables, queries, forms, reports, and data access pages.

### What's next

Access 2002 Intermediate is the second course in this series. Access 2002 Advanced, the next course in this series, teaches students how to use a variety of query techniques, and how to create more efficient forms and reports, and work with macros. After taking the Advanced course, students who want to learn how to develop an application and tie the objects together into a cohesive system by using macros and Visual Basic for Applications code can take Access 2002 VBA Programming.

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## Course Content:

### Managing a Database and Data

- Import Data
- Maintain Record Integrity
- Export Data
- Document Table Relationships

### Controlling Data Entry

- Make Data Entry More Accurate
- Make Data Entry More Efficient
- Facilitate Data Entry

### Finding and Joining Data

- Find Data with Filters
- Get the Correct Data with Query Joins
- Build Bridges Between the Data
- Relate Data Within a Table

### Creating Flexible Queries

- Summarize Data with Queries
- Enter Criteria on the Fly
- Maintain Data with Queries

### Improving Your Forms

- Enhance the Appearance of a Form
- Enhance the Usability of a Form
- Make Your Forms More Professional
- Display Form Data from Multiple Tables

### Customizing Your Reports

- Organize Report Information
- Enhance Data Layout

- Work with Report Pagination
- Summarize Information
- Add a Subreport to an Existing Report
- Create Mailing Labels

**Making Your Data Available on the Web**

- Create a Data Access Page
  - Improve the Look of a Data Access Page
  - Edit Data Using a Data Access Page
  - GroupRecords in a Data Access Page
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