

**Course Syllabus:** Microsoft Access 2003 Intermediate

### **Working with Relational Databases**

Understanding Table Relationships  
Creating Relationships between Tables  
Enforcing Referential Integrity  
Testing Referential Integrity and Deleting a Relationship  
Understanding of Relationship Types

### **Working with Queries**

A Quick Review  
Understanding the Different Types of Queries  
Creating a Multiple Table Query  
Creating a Calculated Field  
Working with Expressions and the Expression Builder  
Using an IIF Function  
Summarizing Groups of Records  
Using Criteria  
Display Top or Bottom Values  
Parameter Queries  
Finding Duplicate Records  
Finding Unmatched Records  
Crosstab Queries  
Delete Queries  
Append Queries  
Make Table Queries  
Update Queries

### **Working with Forms**

Creating a Form with AutoForm  
Modifying a Form  
Adding and Deleting Fields  
Moving and Sizing Controls  
Changing the Tab Order  
Working with Control Properties  
Control Property Reference  
Working with Form Properties  
Form and Report Property Reference  
Working with Multiple Controls  
Adding, Cutting, Copying, and Pasting Controls  
Changing a Control's Data Source  
Creating a Calculated Control  
Changing a Control's Default Value  
Using the Control Wizard  
Creating a Subform  
Modifying and Working with Subforms

### **Working with Reports**

Creating a Report with AutoReport  
Modifying a Report  
Adding and Deleting Fields  
Moving and Sizing Controls  
Adjusting Page Margins and Orientation  
Adding Page Numbers and Dates  
Understanding Report Sections  
Grouping and Sorting Records  
Creating Calculated Controls  
Working with Section Properties  
Creating Charts with the Chart Wizard