

# MICROSOFT Access 2000

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## Level 2 - Intermediate

This course introduces to students the features such as, modifying tables, forms and queries and working with data. Students will learn how to customize reports and how to maintain their databases.

Upon Completion of this course students will be familiar with and have skill to:

### **Expanding Tables**

- Looking At This Course
- Examining The Projects
- Examining Tables In Design View
- Modifying Tables In Design View
- Adjusting Data Types
- Changing Field Properties
- Using Default Values
- Exploring Indexes

### **Working With Data**

- Looking At The Office Clipboard
- Copying And Pasting Data
- Understanding The Lookup Wizard
- Using The Input Mask Wizard

### **Modifying Forms**

- Exploring Form Sections
- Using Form Sections
- Binding Controls And Data
- Using Calculated Controls
- Adding Other Controls

### **Creating Queries**

- Using The Query Wizard
- Adding Tables And Fields
- Specifying Criteria
- Working With Query Fields
- Creating Action Queries
- Creating Calculated Fields

### **Customizing Reports**

- Using Report Sections
- Modifying Report Controls
- Changing Format Properties
- Adding Controls
- Using Calculated Controls

### **Working With HTML And Hyperlinks**

- Understanding Access On The Web
- Creating Web Documents
- Understanding Hyperlinks

### **Looking At Database Maintenance**

- Backing Up Databases
- Compacting And Repairing Databases
- Using Name AutoCorrect
- Printing Database Objects

### **Application Project**

- Sales Project

### **Common Tools And Shortcuts**

- Database Tools
- Table Datasheet Tools
- Table Design Tools
- Query Design Tools
- Report Design Tools
- Formatting (Form/Report Design) Tools
- Toolbox Tools
- Web Tools
- Print Preview Tools
- Navigation Shortcuts

