



Training Solutions, Inc.

Access 2003 Advanced Course Outline

Section 1 - Skill Building

- Importing Data
- AutoForms
- Relationships
- Main Form/Subform
- Calculations in a Query
- Calculated Controls
- Totals in a Query
- Report Summary Options
- Totals in Query

Section 2 - Macros

- Create a Macro
- Run a Macro
- Command Button
- Automate Events
- Group Macros
- AutoKeys

Section 3 - AutoLookups and Query Joins SQL

- AutoLookup Query
- Join Types
- SQL Statements
- Create a Form using SQL

Section 4 - PivotTables and PivotCharts

- PivotTable View
- Filter Data in a PivotTable
- Create Totals
- Export to Excel
- PivotCharts in Access
- Crosstab Queries
- Access Charts

Section 5 - Data Access Page

- Create a Data Access Page
- Modify a Data Access Page

Section 6 - Switchboards

- Use the Switchboard Manager
- Create a Main Switchboard
- Add Items to the Switchboard
- Navigation among Switchboards
- Switchboard Items Table

Section 7 - Introduction to Access Programming

- Visual Basic for Applications
- Visual Basic Editor
- Modules
- Coding Assistance
- Variables and Constants
- Create a New Module
- User-Defined Functions
- Immediate / Debug Window
- Debugging Code
- VBA Code Builder
- DoCmd Object
- DoMenuItem Method
- SetFocus Method