

Access Level 2 - Intermediate

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| <i>Lesson 1: Planning a Database</i> _____ | - 3 - |
| Topic 1A: Design a Relational Database _____ | - 3 - |
| Topic 1B: Identify Database Purpose _____ | - 3 - |
| Topic 1C: Review Existing Data _____ | - 3 - |
| Topic 1D: Determine Fields _____ | - 3 - |
| Topic 1E: Group Fields into Tables _____ | - 3 - |
| Topic 1F: Normalize the Data _____ | - 3 - |
| Topic 1G: Designate Primary and Foreign Keys _____ | - 3 - |
| <i>Lesson 2: Building the Structure of a Database</i> _____ | - 3 - |
| Topic 2A: Create a New Database _____ | - 3 - |
| Exercise 2A: Create a Database _____ | - 3 - |
| Topic 2B: Create a Table Using a Wizard _____ | - 3 - |
| Topic 2C: Create Tables in Design View _____ | - 4 - |
| Learning Exercise 2C: Tables _____ | - 5 - |
| Exercise 2C: Create a Table _____ | - 5 - |
| Topic 2D: Create Relationships between Tables _____ | - 6 - |
| <i>Lesson 3: Controlling Data Entry</i> _____ | - 7 - |
| Topic 3A: Restrict Data Entry with Field Properties _____ | - 7 - |
| Topic 3B: Create an Input Mask _____ | - 7 - |
| Topic 3C: Create a Lookup Field _____ | - 7 - |
| <i>Lesson 4: Finding and Joining Data</i> _____ | - 7 - |
| Topic 4A: Find Data with Filters _____ | - 7 - |
| Topic 4B: Create Query Joins _____ | - 7 - |
| Topic 4C: Join Unrelated Tables _____ | - 7 - |
| Topic 4D: Relate Data Within a Table _____ | - 7 - |
| <i>Lesson 5: Creating Flexible Queries</i> _____ | - 7 - |
| Topic 5A: Set Select Query Properties _____ | - 7 - |
| Topic 5B: Create Parameter Queries _____ | - 7 - |
| Topic 5C: Create Action Queries _____ | - 7 - |
| <i>Lab 1: Customer Database</i> _____ | - 7 - |
| <i>Lesson 6: Improving Your Forms</i> _____ | - 8 - |
| Topic 6A: Enhance the Appearance of a Form _____ | - 8 - |
| Topic 6B: Restrict Data Entry in Forms _____ | - 8 - |
| Topic 6C: Add Command Buttons _____ | - 8 - |

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| Topic 6D: Create a Subform | - 8 - |
| <i>Lesson 7: Customizing Your Reports</i> | - 8 - |
| Topic 7A: Organize Report Information | - 8 - |
| Topic 7B: Set Report Control Properties | - 8 - |
| Topic 7C: Control Report Pagination | - 8 - |
| Topic 7D: Summarize Information | - 8 - |
| Topic 7E: Add a Subreport to an Existing Report | - 8 - |
| Topic 7F: Create Mailing Labels | - 8 - |
| <i>Lab 2: Friend Database</i> | - 8 - |
| <i>Lesson 8: Expanding the Reach of Your Data</i> | - 9 - |
| Topic 8A: Publish Access Data as a Word Document | - 9 - |
| Topic 8B: Analyze Access Data in Excel | - 9 - |
| Topic 8C: Export Data to a Text File | - 9 - |
| Topic 8D: Merge Access Data with a Word Document | - 9 - |

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Follow The Steps Required To Properly Design A Simple Database.
- Create A New Database With Related Tables.
- Control Data Entry By Modifying The Design Of A Table To Streamline Data Entry And Maintain Data Integrity.
- Find And Retrieve Desired Data By Using Filters And Joins Between Tables And Within A Single Table.
- Create Flexible Queries To Display Specified Records; Allow For User-Determined Query Criteria; And Add, Update, And Delete Data With Queries.
- Enhance The Appearance, Data Entry, And Data Access Capabilities Of Your Forms.
- Customize Reports To Better Organize The Displayed Information And Produce Specific Print Layouts Such As Mailing Labels.
- Use Access Data In Other Applications, Including Microsoft Word And Excel.