

## MICROSOFT ACCESS 2003 - ADVANCED

### Learning outcomes:

At the end of the course the participant will

- Learn Topics in Form Design and Usage
- Increase efficiency by using Sub Forms
- Control Database growth with different types of Relationships
- Learn Topics in Report Design
- Understand concepts of Macros in Access 2003

### Course Contents

- Introduction to SQL using Access Queries
- Enter and View Data using Forms
- Update Database using Forms
- Focus on specific data using Sub Forms
- Summarize data by creating Detail Report using Report Wizard
- Explore and Customize Report Designs
- Summarize data by creating Group Report and Parameter Report
- Create Menus in Access using Macros
- Enhance Application using Control & Modal Forms