



# Microsoft Office Specialist Access 2003

**Course Objective**

The Microsoft Office Specialist (Office Specialist) Certification is the globally recognized standard for validating expertise with the Microsoft Office suite of business productivity programs. Candidate will be train on using Access 2003 effectively

**Prerequisite:**

Working knowledge on computing

**Certificate Of Attendance :**

Certificate Of Attendance will be awarded to students completing the course achieving minimum 75% attendance.

**Training Methodology & Materials:**

- 100% hands-on.
- Well-designed exercises/sessions to enhance further understanding of the courseware

**Key terms and conditions to enjoy SDF / SRP assistance:\***

- Singaporean OR Permanent Resident
- Must attain minimum of 75% attendances
- Must sit for Microsoft Office Specialist examination

\*Please visit [www.sdf.gov.sg](http://www.sdf.gov.sg) or [www.srp.org.sg](http://www.srp.org.sg) for full terms and conditions

**Training Duration:**

Full-Time : 9am to 6pm (4 days)  
Part-Time : 6.30pm to 10.30pm (8 sessions, twice a week)

**Course Training Fee :**

Course Fee : S\$478 without SDF ; S\$254 after SDF  
Registration Fee : \$25  
SRP grant available.

**DETAILED COURSE OUTLINE**

**1. Understanding a Database**

- 1.1 Why need database?
- 1.2 What is a database?
- 1.3 Why use Access 2003 database?

**2. Basic Elements of Access 2003**

- 2.1 Opening and Closing Access 2003
- 2.2 The Initial Screen
- 2.3 The Basic Components of Access 2003
- 2.4 The Menu Behaviour
- 2.5 Getting Help
- 2.6 Understanding Access Database Objects

**3. Creating a Database**

- 3.1 Design the Logical Model
- 3.2 Normalizing the Data
- 3.3 The Scenario
- 3.4 Planning the Database File
- 3.5 Creating the Database File
- 3.6 Creating Database from Template
- 3.7 Closing a Database
- 3.8 Opening a Database

**4. Creating Tables**

- 4.1 What is a Table?
- 4.2 Creating Tables
- 4.3 Creating Table in Datasheet View
- 4.4 Data Types
- 4.5 Creating Tables in Design View
- 4.6 Creating Tables using Table Wizard

**5. Relating Tables**

- 5.1 Types of Relationships
- 5.2 Prerequisites to defining Relationships
- 5.3 Creating Table Relationships
- 5.4 Enforcing Referential Integrity
- 5.5 Join Types
- 5.6 Printing Relationships

**6. Customizing Tables**

- 6.1 Field Properties
- 6.2 Changing the Field Properties
- 6.3 Validation Rules
- 6.4 Input Mask
- 6.5 Display Control Property
- 6.6. Customizing columns and rows
- 6.7 Changing the Appearance of Data
- 6.8 Inserting and deleting Fields

**7. Editing and Printing Tables**

- 7.1 Adding Records to a Table
- 7.2 Subdatasheets
- 7.3 Navigating through a Table
- 7.4 Manipulating Data
- 7.5 Printing Table

**8. Database Management**

- 8.1 Managing Database Objects
- 8.2 Managing Database Files
- 8.3 Optimizing Database Performance

**9. Create and Customize Filters and Queries**

- 9.1 Filters
- 9.2 Queries
- 9.3 Creating Query using Wizard
- 9.4 Creating Query in Design View
- 9.5 Customizing a Query
- 9.6 Using Expressions in a Query
- 9.7 Specifying Multiple Criteria in a Query
- 9.8 Creating Calculated Fields

**10. Understanding Forms**

- 10.1 Understanding Forms
- 10.2 Understanding Naming Conventions
- 10.3 Using forms
- 10.4 Creating AutoForms
- 10.5 Creating Forms with the Form Wizard

**DETAILED COURSE OUTLINE****11. Working with Forms in Design View**

- 11.1 Using the Design View
- 11.2 Working with Controls
- 11.3 Adding Controls to Forms
- 11.4 Managing Properties

**12. Working with Sub forms**

- 12.1 Introduction to Subforms
- 12.2 Creating and Using Subforms

**13. Introduction to Reports**

- 13.1 Understanding Reports
- 13.2 Using Reports
- 13.3 Creating AutoReports
- 13.4 Creating Reports using Wizards
- 13.5 Creating Pivotchart view for Tables, Queries and Forms

**14. Working with Reports in Design View**

- 14.1 Using Design View
- 14.2 Working with Controls
- 14.3 Adding Controls to Reports
- 14.4 Managing Properties
- 14.5 Changing the Report Layout

**15. Importing and Exporting Data**

- 15.1 Importing Data
- 15.2 Linking Tables to an External Source
- 15.3 Exporting Data

**16. Making Your Data Available on the Web**

- 16.1 Understanding Data Access Pages
- 16.2 Creating a Data Access Page
- 16.3 Navigating in a Data Access Page
- 16.4 Modifying a Data Access Page

**17. Using Advanced Query Wizards**

- 17.1 Creating Crosstab Queries
- 17.2 Finding Duplicate Values
- 17.3 Finding Unmatched Records

**18. Working with Action Queries**

- 18.1 Creating a New Table from Query Results
- 18.2 Updating Records Using an Action Query
- 18.3 Appending Records Using an Action Query
- 18.4 Deleting Records Using an Action Query

**19. Working with Specialized Queries**

- 19.1 Working with Parameter Queries
- 19.2 Using Queries to Create Forms and Reports
- 19.3 Creating Total Queries
- 19.4 Creating AutoLookup Query
- 19.5 Using Joins in Queries

**20. Creating Macros and Macro Group**

- 20.1 Understanding Macros
- 20.2 Creating Macros
- 20.3 Debugging a Macro
- 20.4 Macro Groups
- 20.5 Assign Macros to Keys and Built-In Toolbars
- 20.6 Creating a Macro that Runs Automatically