



CENTRAL PIEDMONT COMMUNITY COLLEGE

CORPORATE & CONTINUING EDUCATION

Last Revised On: 6/30/08

Course Number: DPT8040
Course Title: Microsoft Access, Level III
Course Hours: 7 Hours

Description:

In this class students will learn some of the more specialized and advanced capabilities of Microsoft Access including writing queries and creating macros. In addition, students will learn how to make more effective forms and reports and improve data efficiency and integrity within a database.

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

- Restructure an existing set of data to improve the design of a database.
- Use a variety of techniques to summarize and present data with queries.
- Create and revise basic Access macros.
- Create macros that improve data entry efficiency and integrity.
- Improve the effectiveness of data entry in forms.
- Improve the effectiveness of data displayed in reports.
- Maintain an Access database by using various utility tools.
- Create complex Access databases using forms, reports, and macros.

Content:

1. Structuring Existing Data
 - Import Data
 - Analyze Tables
 - Create a Junction Table
 - Improve Table Structure
2. Writing Advanced Queries
 - Create Unmatched and Duplicates Queries
 - Group and Summarize Records Using the Criteria Field
 - Summarize Data with a Crosstab Query
 - Create a PivotTable and a PivotChart
 - Display a Graphical Summary on a Form
3. Simplifying Tasks with Macros
 - Create a Macro
 - Attach a Macro to a Command Button
 - Restrict Records Using a Where Condition



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4. Adding Interaction and Automation with Macros
 - Require Data Entry with a Macro
 - Display a Message Box with a Macro
 - Automate Data Entry
5. Making Forms More Effective
 - Change the Display of Data Conditionally
 - Display a Calendar on a Form
 - Organize Information with Tab Pages
6. Making Reports More Effective
 - Cancel Printing of a Blank Report
 - Include a Chart in a Report
 - Arrange Data in Columns
 - Create a Report Snapshot
7. Maintaining an Access Database
 - Link Tables to External Data Sources
 - Back Up a Database
 - Compact and Repair a Database
 - Protect a Database with a Password
 - Determine Object Dependency
 - Document a Database
 - Analyze the Performance of a Database

Prerequisites:

- Microsoft Access, Level II or equivalent knowledge.

Method of Instruction:

- Lecture, demonstration and hands-on use.

Evaluation:

- Exam: No
- Class Participation: Yes
- Demonstration of Skills: Yes