



Access 2003 Int Pt. 2

Course Outline



Course Synopsis:	Creating Forms & Reports – Using Data Stored in other Formats; Creating and Designing Reports; Setting Properties; Using Functions in a Report; Adding Graphics; Creating Charts. Creating forms, controls and sub forms.
Who Should Attend:	Regardless of your industry, everyone can benefit from this informative and exciting class. New features will be discussed in great detail and hands-on exercises will give the student the ability to see the many features of Access 2003 in action.
Prerequisites:	Because of the amount of material we cover in class, we do require students to be comfortable using a mouse, opening and saving files, and the general operations of computers. While we will make every reasonable effort to help, students with insufficient skills may be required to observe the class lessons or do their best to keep up with without slowing down the rest of the class. We highly recommend working with the application tutorial before taking this class.
What You Will Learn:	The user will learn to create and design forms and reports from scratch. Detailed sub forms, relational tables which poor data into queries, which will then be reported out using custom reporting methods.
Time:	Class time is 9:00 a.m. - 4:00 p.m. Breaks are scheduled throughout the day and lunch is typically schedules from 12-1. Students provide their own lunch.
Location:	401 Lewis Hargett Cir. Suite #120 Lexington, KY 40503
Related Courses:	Access Beginning and Intermediate 1
Goals:	Our philosophy is that training should be professionally delivered and fun. Spacious classrooms with individual workstations, break room, and friendly environment make for an enjoyable learning experience. Computer Training Solutions' instructor's have both the expertise in the software being taught and the experience in how to utilize the software to improve job performance and productivity. Our instructors maintain Microsoft certification in several products.
Registration:	You can register over the phone or online by emailing Rebecca Williams at rebeccawilliams@cts-ky.com or 859-277-1771



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COURSE MATERIALS

COURSE MATERIALS ARE PROVIDED. OUR GOAL IS TO MAKE SURE YOUR CLASS MEETS YOUR OBJECTIVES, NOT OURS. THEREFORE, ALL OF OUR OUTLINES ARE TREATED AS GUIDES TO HELP STEER THE WORKSHOP. WE MAY CHANGE OR ALTER COURSE TOPICS TO BEST SUIT THE CLASSROOM SITUATION.

Working with Forms

- Creating a Form with AutoForm
- Creating a Form with the Form Wizard
- Modifying a Form
- Adding and Deleting Fields
- Moving and Sizing Controls
- Changing the Tab Order
- Working with Control Properties
- Control Property Reference
- Working with Form Properties
- Form and Report Property Reference
- Working with Multiple Controls
- Adding, Cutting, Copying, and Pasting Controls
- Changing a Control's Data Source
- Creating a Calculated Control
- Changing a Control's Default Value
- Using the Control Wizard
- Creating a Subform
- Modifying and Working with Subforms

Working with Reports and other Access Features

- Creating a Report with AutoReport
- Creating a Report with the Report Wizard
- Modifying a Report
- Adding and Deleting Fields
- Moving and Sizing Controls
- Adjusting Page Margins and Orientation
- Adding Page Numbers and Dates
- Understanding Report Sections
- Grouping and Sorting Records
- Creating Calculated Controls
- Working with Section Properties
- Creating Charts with the Chart Wizard
- Creating Mailing Labels with the Label Wizard
- Database Object Management
- File Management
- Compacting and Repairing a Database
- Converting an Access Database