



INVEST IN YOURSELF NOW! COMPUTER CLASSES THROUGH CHESTER COUNTY NIGHT SCHOOL

MICROSOFT ACCESS 2003: Level 1, 2, or 3

ACCESS 2003 LEVEL 1: USING DATABASE QUERIES & REPORTS

Course No. CO352 **Date: Thurs. May 6**
Course No. MCO353 **Date: Tues. June 22**
Time: 9 am – 4 pm
Location: Springhouse Computers/Exton
Fee: \$195

Course Outline

Lesson 1: Getting Started

Database concepts; Exploring the Access environment; Getting help; Closing a database and Access.

Lesson 2: Data Entry, Sorting and Filtering

Use the Find feature and the spelling checker in a table, sort, filter and delete records.

Lesson 3: Simple Queries

Plan, create, save and run queries; use queries to sort data and filter query results. Modify queries and query results by adding and removing fields; find records with empty fields. Perform operations in queries by using comparison operators; use AND and OR conditions in queries; and use expressions and aggregate functions.

Lesson 4: Complex Queries

Create outer join, inner join and self-join queries, create calculated fields in a query, view summarized and grouped data from tables by using queries.

Lesson 5: Crosstab Queries

Create crosstab queries to summarize group data.

Lesson 6: Working with Reports

Create reports by using AutoReport, Report Wizard, Design view, and queries.

Lesson 7: Advanced Reports

Customize headers and footers, set properties for grouping data, and modify a report's appearance. Add calculated values to a report by using functions and embed a subreport in a main report.

Lesson 8: Charts

Create and modify a chart in a form and in a report.

ACCESS 2003 LEVEL 2 -- CREATING DATABASES: TABLES & FORMS

Course No. CO354 **Date: Mon. May 10**
Course No. MCO355 **Date: Wed. June 30**
Time: 9 am – 4 pm
Location: Springhouse Computers/Exton
Fee: \$195

Course Outline

Lesson 1: Importing, Exporting, Linking Objects

Importing objects, exporting objects, interacting with the XML documents, linking Access objects. Working with Windows SharePoint Services

Lesson 2: Databases and Tables

Planning and designing databases, exploring tables, and creating tables

Lesson 3: Data Entry Rules

Setting field properties, working with input masks, setting validation rules, and using indexes

Lesson 4: Relational Databases

Database normalization, relating tables, and implementing referential integrity

Lesson 5: Working with Related Tables

Lookup fields, modifying Lookup fields, and subdatasheets

Lesson 6: Using Forms

Creating forms, using the Form Wizard, using Design view, and finding, sorting, and filtering records

Lesson 7: Advanced Form Design

Adding unbound controls, graphics, adding calculated values, and adding combo boxes

MICROSOFT ACCESS 2003: Level 1, 2, or 3 – cont.

ACCESS 2003 LEVEL 3: APPLICATION DEVELOPMENT

Course No. CO356

Date: Tues. April 20

Time: 9 am – 4 pm

Location: Springhouse Computers/Exton

Fee: \$195

Course Outline

Lesson 1: Advanced Queries

Using action queries, creating parameter queries

Lesson 2: Querying with SQL

SQL and Access, writing SQL statements, and attaching SQL queries to controls

Lesson 3: Macros

Creating, running and modifying macros, attaching macros to the events of database objects

Lesson 4: Advanced Macros

Creating macros to provide user interaction; Creating macros that require user input, creating the Auto-Keys and AutoExec macros, creating macros for data transfer

Lesson 5: Database Management

Optimizing resources, replicating and synchronizing databases

Lesson 6: Internet Integration

Hyperlink fields and working with data access pages

Lesson 7: PivotTables and PivotCharts

PivotTables, modifying PivotTables and PivotCharts

Lesson 8: Security Fundamentals

Protecting databases, encrypting and decrypting databases, user-level security

Lesson 9: Custom Toolbars and Menu Bars

Working with toolbars, Creating custom and shortcut menus

Lesson 10: Switchboards and Splash Screens

Working with Switchboards, Splash screens and automating Splash screens

REGISTER NOW!

**Call Chester County Night School:
610-692-1964**

**Or register online at:
www.chestercountynightschool.org**

*Classes are held at:
Springhouse Computer Corp.
Eagleview Corporate Center
770 Pennsylvania Ave., Ste. 120
Exton, PA 19341*

Please Note: As a priority partner with Springhouse, we offer these great rates on many Springhouse classes ... but to qualify, you must register through **Chester County Night School.**

Come grow with us through Lifelong Learning --
call 610-692-1964 today!

