



Microsoft Access 2003 Intermediate

REVIEWING ACCESS BASICS

MODIFYING TABLES

- Inserting a Column into a Table
- Changing a Column Name
- Deleting a Column
- Inserting a Lookup Column
- Inserting a Hyperlink Column
- Creating a Many-to-Many Relationship

SETTING FIELD PROPERTIES

- Using Field Properties
- Limiting Field Size
- Setting Number Formats
- Setting Date/Time Formats
- Setting Yes/No Formats
- Setting Default Values
- Setting Validation Rules
- Using the Input Mask Wizard
- Creating an Input Mask Manually
- Creating a Custom Input Mask
- Typing a Lookup List
- Modifying Lookup Properties

CREATING RELATIONSHIPS

- Using Related Tables
- Creating a Relationship between Tables
- Setting Referential Integrity
- Viewing Subdatasheets
- Printing a Relationship Document
- Deleting a Join Line

USING OPERATORS IN QUERIES

- Using Comparison Operators
- Using an AND Condition
- Using an OR Condition
- Using the Between And Operator
- Using the Expression Builder
- Using a Wildcard Character

DESIGNING ADVANCED QUERIES

- Creating a Calculated Field
- Formatting a Calculated Field
- Creating a Concatenation in a Query
- Filtering a Query

MANIPULATING CONTROLS

- Using Controls
- Selecting Non-adjacent Controls
- Selecting Adjacent Controls
- Moving & Deleting Controls
- Sizing a Control by Dragging
- Sizing Controls Automatically
- Viewing the Properties of an Object
- Changing a Control Property

USING EDITING TOOLS

- Selecting Objects with the Toolbar
- Changing the Font & Font Size
- Changing the Character Format
- Changing the Font Color
- Changing Fill & Background Colors
- Formatting Lines & Borders
- Applying Special Effects
- Using the Format Painter
- Using AutoFormat
- Running the Spelling Checker
- Setting AutoCorrect Options
- Adding AutoCorrect Entries

ANALYZING TABLES

- Analyzing a Table
- Using Relationships in Splits
- Using the Table Analyzer Wizard
- Using the Performance Analyzer

USING CHARTS

- Creating a Chart
- Adding a Chart to a Form or Report
- Activating Microsoft Graph to Edit
- Changing the Chart Type
- Changing the Chart Title
- Formatting the Chart Title
- Adding Data Labels to a Chart