



Microsoft Access 2003 Adv. Queries & Database Features

DESIGNING ADVANCED QUERIES

- Creating a Calculated Field
- Formatting a Calculated Field
- Creating a Concatenation in a Query
- Creating a Function Query
- Creating a Parameter Query
- Setting Top Values in a Query
- Filtering a Query

CREATING ACTION QUERIES

- Creating a Make-table Query
- Creating an Append Query
- Creating a Delete Query
- Creating an Update Query

USING ADVANCED QUERY WIZARDS

- Using the Crosstab Query Wizard
- Using the Find Duplicates Query Wizard
- Using the Find Unmatched Query Wizard

USING ADVANCED DATABASE FEATURES

- Converting Files
- Compacting a Database
- Using Name AutoCorrect
- Backing Up a Database
- Encrypting a Database
- Assigning/Removing a Database Password

IMPORTING/EXPORTING DATA

- Importing Data
- Linking Data to an Access Table
- Using the Linked Table Manager
- Exporting Data
- Creating a Data Access Page

EXPORTING DATA TO EXCEL & WORD

- Exporting Data to an Excel Workbook
- Dragging & Dropping Data into Excel
- Creating Excel Workbooks - Office Links
- Creating Word Documents - Office Links
-

USING SWITCHBOARDS

- Opening & Using a Switchboard
- Creating a Switchboard Form
- Adding Command Button to Switchboard
- Setting Startup Options

WORKING WITH INDEXES

- Viewing Indexes
- Creating a Single Field Index
- Creating a Multiple Field Index
- Deleting an Index
- Creating a Multiple Field Primary Key

REPLICATING DATABASES

- Replicating a Database
- Synchronizing Database Replicas
- Resolving Replication Conflicts

USING ACCESS & THE INTERNET

- Working with Hyperlinks
- Creating/Editing a Hyperlink Field
- Inserting/Deleting a Hyperlink Field
- Hiding/Displaying the Web Toolbar
- Creating a Data Access Page
- Grouping & Sorting Data Access Pages
- Creating a PivotTable in Data Access Page

CREATING CUSTOM TOOLBARS

- Creating a Custom Toolbar
- Adding a Menu Item
- Adding a Command to a Menu Item
- Docking a Floating Toolbar
- Linking a Toolbar to a Report
- Adding a Separator Bar
- Creating a Shortcut Menu
- Adding Buttons to a Custom Toolbar
- Changing a Button Image
- Deleting a Custom Toolbar