MODULE TITLE	:	Course 54005A: Managing Financial Information Using Microsoft Office Access 2003
DURATION	:	1 day

Descriptions

Formerly course number 4004, this scenario-based class provides experienced Microsoft® Access users with a stronger relational database foundation. It brings home relational database concepts and teaches how to employ powerful techniques using Access in gathering, organizing, and reporting of information vital to your business. Students will learn how to create solid database structures, how to pull in outside data, and how to integrate Access with other Microsoft Office System 2003 applications—all leading up to creating flexible, user-friendly reports. The goal of this course is to give students more confidence in managing their business information using various Access database techniques, thus enabling them to accomplish their daily work more efficiently and competently.

Audience

This course is designed for experienced Access users. This audience uses Access to store information about their business and is skilled at using tables in datasheet view, creating their own forms and reports, and even writing queries. While understanding how to create these Access objects, these students are looking for additional methods for processing data, including importing and linking to data existing outside of Access.

At Course Completion

After completing this course, students will be able to:

- Create solid relational database structures using Access for data integrity that is easier to maintain.
- Import data of various formats from outside sources.
- Utilize appropriate techniques for querying information in the Access database as various business needs arise.
- Create consistent standard user interfaces for inputting data.
- Generate powerful and flexible reports for management.
- Describe the benefits that can be realized from the integration of Access with other Office 2003 applications.

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Prerequisites

Before attending this course, students must have:

- A basic understanding of relational databases.
- An understanding of Access tables, queries, forms and reports and a base knowledge of how they are used within an Access database.
- Experience creating Access macros and using them in forms.
- A working familiarity with standard Microsoft Office applications (such as Microsoft Outlook®, Word, and Excel®).

Module 1: Creating a Strong Foundation for Your Database

This module introduces the concepts of relational database design, including creating tables and relationships, as well as importing data into tables from various external sources.

Topics and Activities

- What Is a Relational Database?
- Demonstration: Creating Tables and Using the Relationships Window
- Expert Video: Importance of Using Relationships and Referential Integrity
- Types of Files Commonly Imported or Linked to Access
- Exercise: Importing a Text File and Excel Data
- Best Practices for Creating Tables and Utilizing Outside Data

After completing this module, students will be able to:

- Describe relational database concepts.
- Create tables and relationships.
- Import data into tables from different types of file sources.
- Incorporate best practices for creating tables and utilizing outside data.

Module 2: Creating an Effective User Interface

This module introduces form design standards and creating interfaces. Creating switchboards and utilizing the Form Wizard to create a base and modify a form is also discussed in this module.

Topics and Activities

- Good Form Design
- Mapping Out the Forms to Use in the Fourth Coffee Database
- Exercise 1: Creating the Necessary Input Forms
- Exercise 2: Creating the Main Switchboard and Setting Startup Properties
- Best Practices for Creating User Interfaces

Module 4: Reporting Strategic Information with Access

This module discusses reporting strategic information using Access by showing techniques for calling reports from forms and by adding macros to turn on and turn off reports to display the data users require.

Topics and Activities

- Generating Reports That Display Strategic Information
- Exercise 1: Generating the Base Report
- Demonstration: Touring Report Design View
- Exercise 2: Creating a Macro to Companies Only on the Report

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