

**SYSTEMETRICS  
HANDS-ON, PERSONAL  
COMPUTER SEMINAR**

**Intermediate  
Microsoft Access -  
Level 2**

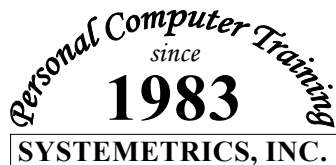
**Duration:** 1 day (6 hours)

**Prerequisite(s):** *Intermediate Microsoft Access*, or equivalent experience

**Environment:** Microsoft Windows

**Version(s):** All through Access 2003.  
Taught using Access 2003.

**Support:** Upon completion of this seminar, the student will be entitled to unlimited, free telephone support in Access.



**SYSTEMETRICS, INC.  
95 Sockanosset Crossroad  
Cranston, Rhode Island 02920**

**Telephone: (401) 275-2200**

All rights reserved.

Jan-07.

**Who Should Take This Seminar:** *Intermediate Microsoft Access - Level 2* is designed to enhance the student's knowledge of the many advanced features of Microsoft Access. Students who take this seminar will develop a greater understanding of data manipulation and analysis. This seminar is appropriate for students using Microsoft Access 7, 97, 2000, XP (2002) and 2003. While there are differences between the versions, the majority of concepts are identical. Those uncertain whether this seminar is appropriate for them should call Systemetrics at (401) 275-2200.

---

**Seminar Outline**

---

- I. Managing Databases**
  - A. Customizing the Access environment
  - B. Importing objects from other Access databases
  - C. Managing linked/attached tables
  - D. Access and the year 2000
- II. Managing Tables**
  - A. Managing indexes and the primary key
  - B. Using multiple field indexes
  - C. Setting and resetting the value of a Counter/Autounumber field
- III. Managing Reports**
  - A. Changing the record source
  - B. Sorting and grouping data
  - C. Generating record counts
  - D. Main and subreports
  - E. Generating static HTML pages
- IV. Managing Forms**
  - A. Changing the record source
  - B. Order of events
  - C. Date/time stamping records
  - D. Query by form
  - E. Main and subforms
  - F. Using tabbed forms
  - G. Using the custom calendar control
- V. Managing Controls**
  - A. Customizing formats for Yes/No fields
- VI. Managing Queries**
  - A. Creating a query to return top values
  - B. Using extended wildcard characters
  - C. Using comparison and logical operators
  - D. Establishing compound criteria
  - E. Using wildcards with parameters
  - F. Searching for text within fields
  - G. Customizing formats for Yes/No fields
- VII. Programming in Macros and Modules**
  - A. Macros versus modules and Visual Basic
  - B. Creating and using custom functions