

# SYSTEMETRICS HANDS-ON, PERSONAL COMPUTER SEMINAR

## Intermediate Microsoft Access - Level 3

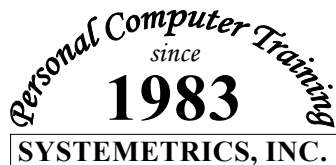
**Duration:** 1 day (6 hours)

**Prerequisite(s):** *Intermediate Microsoft Access Level 2*, 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.



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**Who Should Take This Seminar:** *Intermediate Microsoft Access - Level 3* 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 base management, programming and data analysis. This seminar is appropriate for students using Microsoft Access 7, 97, 2000, and XP (2002). The students should have knowledge of the concepts in Systemetrics intermediate and intermediate level 2 seminars. Those uncertain whether this seminar is appropriate for them should call Systemetrics at (401) 275-2200.

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### Seminar Outline

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#### I. Database Management

- A. Relationships in a database
- B. Using Name AutoCorrect\*
- C. Reestablishing References
- D. Splitting a database
- E. Creating MDE files

#### II. Tables and Queries

- A. Using subdatasheets\*
- B. Defining column headings in crosstab queries
- C. Combining data from 2 or more tables using a union query with SQL statements

#### III. Forms and Reports

- A. Creating dynamic combo and list boxes
- B. Modifying the contents of a combo or list box based on a previous entry
- C. Deleting automation controls from forms
- D. Changing the control type for existing controls
- E. Reattaching captions to controls
- F. Using Conditional Formatting\*
- G. Creating a multiple-column report
- H. Using the OnFormat event property
- I. Resetting page numbers for each group in a report
- J. Using PivotTable Forms

#### IV. Programming

- A. Using Event Procedures
- B. Setting conditions in a macro
- C. Using the SetWarnings action
- D. Using the Echo and Hourglass actions
- E. Using the StopMacro and StopAllMacros actions
- F. Creating a Macro Group using macro names
- G. Converting macros to Visual Basic procedures
- H. Opening files in other applications from Access

#### V. Other

- A. Linking Excel to Access using Microsoft Query
- B. Using Data Access Pages

\* Available in Access 2000 or greater only