



## A c c e s s 2 0 0 3 : I n t e r m e d i a t e

Topic-Level Outline

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**D a y s : 1**

**Prerequisites:** *Access 2003: Basic* or equivalent experience

Unit 1: Relational databases

Topic A: Database normalization

Topic B: Relating tables

Topic C: Implementing referential integrity

Unit 2: Working with related tables

Topic A: Lookup fields

Topic B: Modifying Lookup fields

Topic C: Subdatasheets

Unit 3: Complex queries

Topic A: Joining tables in queries

Topic B: Creating calculated fields

Topic C: Summarizing and grouping values

Unit 4: Advanced form design

Topic A: Adding unbound controls

Topic B: Graphics

Topic C: Adding calculated values

Topic D: Adding combo boxes

Unit 5: Advanced reports

Topic A: Customized headers and footers

Topic B: Adding calculated values

Topic C: Subreports

Unit 6: Charts

Topic A: Charts in forms

Topic B: Charts in reports

Unit 7: PivotTables and PivotCharts

Topic A: PivotTables

Topic B: Modifying PivotTables

Topic C: PivotCharts

Unit 8: Internet integration

Topic A: Hyperlink fields

Topic B: Working with data access pages

Appendix A: Microsoft Office Specialist exam objectives map

Topic A: Comprehensive exam objectives