

Access2007: Intermediate

1 Day

Description

You have the basic skills needed to work with Microsoft® Office Access™ 2007 databases, including creating and working with Access tables, relationships, queries, forms, and reports. But so far, you have been focusing only on essential database user skills. In this course, you will consider how to maintain data consistency, how to customize database components, and how to share Access data with other applications.

Target Student: Microsoft Office Access 2007: Intermediate is designed for students who would like to learn intermediate-level operations of the Microsoft Office Access program. The Intermediate course is for individuals whose job responsibilities include maintaining data integrity; handling complex queries, forms, and reports; and sharing data between Access and other applications. This course is also a prerequisite to taking more advanced courses in Access 2007.

Prerequisites

To ensure the successful completion of Microsoft Office Access 2007: Intermediate, the completion of the Microsoft Office Access 2007: Basic course is recommended.

Certification

This course is one of a series of ExecuTrain courseware titles that addresses Microsoft Office Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Office Specialist certification.

Objectives

Upon successful completion of this course, students will be able to:

- ✓ modify the design and field properties of a table to streamline data entry and maintain data integrity.
- ✓ retrieve data from tables using joins.
- ✓ create flexible queries to display specified records, allow for user-determined query criteria, and modify data using queries.
- ✓ enhance the capabilities of a form and adding graphics.
- ✓ customize reports to organize the displayed information and produce specific print layouts.
- ✓ share Access data across other applications.
- ✓ Use charts and Pivot Tables.

Outline

Unit 1: Relational databases

Topic A: Database normalization

Topic B: Relating tables

Topic C: Implementing referential integrity

Unit 2: 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: Calculated fields

Topic C: Summarizing and grouping values

Unit 4: Advanced form design

Topic A: Adding unbound controls

Topic B: Adding Graphics

Topic C: Adding calculated values

Topic D: Adding combo boxes

Topic E: Advanced form types


Unit 5: Reports and printing

Topic A: Customized headers and footers

Topic B: Adding calculated values

Topic C: Printing

Topic D: Labels



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

Topic D: PivotTable forms