

Microsoft® Office Access™ 2007: Level 2

Course Specifications

Course length: 1.0 day(s)

Course 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.

Course Objective: You will maintain data consistency and integrity; improve queries, forms, and reports; and also integrate Microsoft® Office Access™ 2007 with other applications.

Prerequisites: To ensure the successful completion of Microsoft Office Access 2007: Level 2, the completion of the Microsoft Office Access 2007: Level 1 course or equivalent knowledge is recommended.

Course Content

Lesson 1: Controlling Data Entry
Topic 1A: Restrict Data Entry Using Field Properties
Topic 1B: Establish a Pattern for Entering Field Values
Topic 1C: Create a List of Values for a Field

Lesson 2: Joining Tables
Topic 2A: Create Query Joins
Topic 2B: Join Unrelated Tables
Topic 2C: Relate Data Within a Table

Lesson 3: Creating Flexible Queries
Topic 3A: Set Select Query Properties
Topic 3B: Create Parameter Queries
Topic 3C: Create Action Queries

Lesson 4: Improving Forms
Topic 4A: Design a Form Layout
Topic 4B: Enhance the Appearance of a Form
Topic 4C: Restrict Data Entry in Forms
Topic 4D: Add a Command Button to a Form
Topic 4E: Create a Subform

Lesson 5: Customizing Reports
Topic 5A: Organize Report Information
Topic 5B: Format the Report
Topic 5C: Set Report Control Properties
Topic 5D: Control Report Pagination
Topic 5E: Summarize Report Information
Topic 5F: Add a Subreport to an Existing Report
Topic 5G: Create a Mailing Label Report

Lesson 6: Sharing Data Across Applications
Topic 6A: Import Data into Access
Topic 6B: Export Data
Topic 6C: Analyze Access Data in Excel
Topic 6D: Export Data to a Text File
Topic 6E: Merge Access Data with a Word Document

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