

Microsoft® Office Access™ 2007: Level 3

Course Specifications

Course length: 1.0 day(s)

Course Description

Your training in and use of Microsoft® Office Access™ 2007 has provided you with a solid foundation in the basic and intermediate skills for working in Microsoft® Office Access™ 2007. You have worked with the various Access objects, such as tables, queries, forms, and reports. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Access by structuring existing data, writing advanced queries, working with macros, enhancing forms and reports, and maintaining a database.

Course Objective: You will create complex Access databases by structuring existing data, writing advanced queries, working with macros, making effective use of forms and reports, and also by performing database maintenance.

Prerequisites: To ensure the successful completion of Microsoft® Office Access 2007™: Level 3, the following Element K courses or equivalent knowledge are recommended: familiarity with basic and intermediate features of Access tables, relationships, queries, forms, and reports. Microsoft® Office Access™ 2007: Level 1
Microsoft® Office Access™ 2007: Level 2

Course Content

Lesson 1: Structuring Existing Data
Topic 1A: Analyze Tables
Topic 1B: Create a Junction Table
Topic 1C: Improve Table Structure

Lesson 2: Writing Advanced Queries
Topic 2A: Create Subqueries
Topic 2B: Create Unmatched and Duplicate Queries
Topic 2C: Group and Summarize Records Using Criteria
Topic 2D: Summarize Data Using a Crosstab Query
Topic 2E: Create a PivotTable and a PivotChart

Lesson 3: Simplifying Tasks with Macros
Topic 3A: Create a Macro
Topic 3B: Attach a Macro
Topic 3C: Restrict Records Using a Condition
Topic 3D: Validate Data Using a Macro
Topic 3E: Automate Data Entry Using a Macro

Lesson 4: Making Effective Use of Forms
Topic 4A: Display a Calendar on a Form
Topic 4B: Organize Information with Tab Pages
Topic 4C: Display a Summary of Data in a Form
Lesson 5: Making Reports More Effective
Topic 5A: Include a Chart in a Report
Topic 5B: Print Data in Columns
Topic 5C: Cancel Printing of a Blank Report
Topic 5D: Create a Report Snapshot

Lesson 6: Maintaining an Access Database
Topic 6A: Link Tables to External Data Sources
Topic 6B: Manage a Database
Topic 6C: Determine Object Dependency
Topic 6D: Document a Database
Topic 6E: Analyze the Performance of a Database

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