

Access 2007 Advanced

1 Day Class



Target Student: This course is for the individual whose job responsibilities include working with related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance. It is also designed as one in a series of courses for students pursuing the Microsoft® Office Specialist Certification for Microsoft® Office Access™ 2007.

Prerequisites: To ensure the successful completion of Microsoft Office Access 2007: Level 3 (advanced), the completion of the Microsoft Office Access 2007: Level 1 (introduction) and Level 2 (intermediate) courses, or equivalent knowledge, are recommended.

Objectives

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

- restructure data into appropriate tables to ensure data dependency and minimize redundancy.
- write advanced queries to analyze and summarize data.
- create and revise Microsoft® Office Access™ 2007 macros.
- display data more effectively in a form.
- customize reports by using various Microsoft® Office Access™ 2007 features, making them more effective.
- maintain your database using tools provided by Microsoft® Office Access™ 2007.

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