

Access 2007 Level 3

1 day course

Overview

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.

Target student

The Level 3 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, and it is a prerequisite to take more advanced courses in Microsoft® Office Access? 2007.

Prerequisites

To ensure the successful completion of Microsoft® Office Access 2007?: Level 3, the following Systematix courses or equivalent knowledge are recommended for familiarity with: basic and intermediate features of Access tables, relationships, queries, forms, and reports, as well as: * Microsoft® Office Access? 2007: Level 1 * Microsoft® Office Access? 2007: Level 2

Course Content:

Structuring Existing Data

- Analyze Tables
- Create a Junction Table
- Improve the Table Structure

Writing Advanced Queries

- Create Subqueries
- Create Unmatched and Duplicate Queries
- Group and Summarize Records Using Criteria
- Summarize Data Using a Crosstab Query
- Create a PivotTable and a PivotChart

Simplifying Tasks with Macros

- Create a Macro
- Attach a Macro
- Restrict Records Using a Condition
- Validate Data Using a Macro
- Automate Data Entry Using a Macro

Making Effective Use of Forms

- Display a Calendar on a Form
- Organize Information with Tab Pages
- Display a Summary of Data in a Form

Making Reports More Effective

- Include a Chart in a Report
- Print Data in Columns
- Cancel Printing of a Blank Report
- Create a Report Snapshot

Maintaining an Access Database

- Link Tables to External Data Sources

- Manage a Database
 - Determine Object Dependency
 - Document a Database
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