

Microsoft Office Access 2007 Intermediate

Tuition: \$399 12 Hours

Prerequisite:

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 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 Content

Controlling Data Entry

- Restrict Data Entry Using Field Properties
- Establish a Pattern for Entering Field Values
- Create a List of Values for a Field

Joining Tables

- Create Query Joins
- Join Unrelated Tables
- Relate Data Within a Table

Creating Flexible Queries

- Set Select Query Properties
- Create Parameter Queries
- Create Action Queries

Improving Forms

- Design a Form Layout
- Enhance the Appearance of a Form
- Restrict Data Entry in Forms
- Add a Command Button to a Form
- Create a Subform

Customizing Reports

- Organize Report Information
- Format the Report
- Set Report Control Properties
- Control Report Pagination
- Summarize Report Information
- Add a Subreport to an Existing Report
- Create a Mailing Label Report

Sharing Data Across Applications

- Import Data into Access
- Export Data
- Analyze Access Data in Excel
- Export Data to a Text File
- Merge Access Data with a Word Document