

MS ACCESS 2007 Intermediate



12 Hours of Instruction
\$399

Prerequisite: MS Access 2007 Basic

Course Description: Students will learn how to normalize data; work with Lookup fields and sub-datasheets; create join queries; add objects to forms, print reports and labels; create charts; and use PivotTables and PivotCharts.

Course Content

Relational databases

- Database normalization
- Relating tables
- Implementing referential integrity

Related tables

- Lookup fields
- Modifying lookup fields
- Subdatasheets

Complex queries

- Joining tables in queries
- Calculated fields
- Summarizing and grouping values

Advanced form design

- Adding unbound controls
- Adding Graphics
- Adding calculated values
- Adding combo boxes
- Advanced form types

Reports and printing

- Customized headers and footers
- Adding calculated values
- Printing
- Labels

Charts

- Charts in forms
- Charts in reports

Pivot Tables and Pivot Charts

- Pivot Tables
- Modifying Pivot Tables
- Pivot Charts
- Pivot Table forms