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MICROSOFT® OFFICE ACCESS™ 2007: LEVEL 3

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.

Course Content

Lesson 1: Structuring Existing Data

- Topic 1A: Analyze Tables
- Topic 1B: Create a Junction Table
- Topic 1C: Improve the 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

Appendix A: Microsoft Office Specialist Program