

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.

Who Should Attend: Microsoft Office Access 2007: Level 2 is designed for students who would like to learn intermediate-level operations of the Microsoft Office Access program. The Level 2 course is for individuals whose job responsibilities include maintaining data integrity; handling complex queries, forms, and reports; and sharing data between Access and other applications. This course is also a prerequisite to taking more advanced courses in Access 2007.

Prerequisites: 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.

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

- Modify the design and field properties of a table to streamline data entry and maintain data integrity.
- Retrieve data from tables using joins.
- Create flexible queries to display specified records, allow for user-determined query criteria, and modify data using queries.
- Enhance the capabilities of a form.
- Customize reports to organize the displayed information and produce specific print layouts.
- Share data across different applications.

Course Outline:

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