

Course overview:

Access 2007 Level 2



Overview and objectives

This one-day course builds on the skills and concepts taught in Access 2007: Basic. Students will learn how to normalize data; work with Lookup fields and subdatasheets; create join queries; add objects to forms, print reports and labels; create charts; and use PivotTables and PivotCharts..

Target audience

You should be comfortable using a personal computer and Microsoft Windows XP or later. You should also have some experience using Access 2007. You will get the most out of this course if your goal is to become proficient using more advanced Access features and functions, such as relating tables, referential integrity, joins, queries, forms, reports, charts, PivotTables, and PivotTables charts and forms.

Course prerequisites

Before taking this course, you should be familiar with personal computers and the use of a keyboard and a mouse. Furthermore, this course assumes that you've completed the following courses or have equivalent experience: Windows XP: Basic, or Windows Vista: Basic and Access 2007: Basic.

Course objectives

Normalize tables, analyze tables and view object dependencies, set table relationships, implement referential integrity between related tables, and set cascading deletes and updates.

Create a lookup field and a multivalued field, modify lookup field properties, and use a subdatasheet to add data to related tables.

Create join queries, create calculated fields in a query, and use queries to view summarized and grouped data.

Add unbound controls, graphics, and calculated fields to a form; create multiple item forms, split forms, datasheet forms, and subforms.

Add headers and footers in a report, use functions to add calculated values in a report, print table objects and database documents, and create labels.

Create and modify charts in forms and reports.

Create a PivotTable, modify a PivotTable, and create a PivotChart and a PivotTable form.

Course contents

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

PivotTables and PivotCharts • PivotTables • Modifying PivotTables • PivotCharts • PivotTable forms