

## Microsoft® Office Access™ 2007 Level 2 of 4

Course Length: 1-day (8:30am – 4:30pm)

Course Cost: \$350+ GST

### 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. This course is the second in a series of four Microsoft Office Access 2007 courses. 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.

### Performance-Based Objectives

Upon successful completion of this course, you 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 by grouping form controls and making other aesthetic improvements to make forms work more efficiently and intuitively for the user.
- ✓ Customize reports to organize the displayed information and produce specific print layouts.
- ✓ Share data across different 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