

## Microsoft® Office Access™ 2007 Level 3 of 4

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

Course Cost: \$295+ GST

### 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 of working in Microsoft Office Access 2007. You have worked with the various Access objects, such as tables, queries, forms, and reports. This course is the third in a series of four Microsoft Office Access 2007 courses. 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.

### Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- ✓ Restructure data into appropriate tables to ensure data dependency and minimize redundancy.
- ✓ Write advanced queries to analyze and summarize data.
- ✓ Create and revise Microsoft Office Access 2007 macros.
- ✓ Display data more effectively in a form.
- ✓ Customize reports by using various Microsoft Office Access 2007 features, making them more effective.
- ✓ Maintain your database using tools provided by Microsoft Office Access 2007.

### Course Content

#### Structuring Existing Data

- Analyze Tables
- Create a Junction Table
- Improve Table Structure

#### Writing Advanced Queries

- Create Subqueries
- Create Unmatched and Duplicate Queries
- Group and Summarize Records Using Criteria
- Summarize Data Using a Crosstab Query
- Create a PivotTable and a PivotChart

#### Simplifying Tasks with Macros

- Create a Macro
- Attach a Macro
- Restrict Records Using a Condition
- Validate Data Using a Macro
- Automate Data Entry Using a Macro

#### Making Effective Use of Forms

- Display a Calendar on a Form
- Organize Information with Tab Pages
- Display a Summary of Data in a Form

#### Making Reports More Effective

- Include a Chart in a Report
- Print Data in Columns
- Cancel Printing of a Blank Report
- Create a Report Snapshot

#### Maintaining an Access Database

- Link Tables to External Data Sources
- Manage a Database
- Determine Object Dependency
- Document a Database
- Analyze the Performance of a Database