

Course ID

M-ACCESS07L2

Course Duration

1 day

Course Title

Microsoft® Office Access™ 2007: Level 2

Related Courses

- Microsoft Office Access 2007: Level 1 (M-ACCESS07L1, 1 day)
- Microsoft Office Access 2007: Level 3 (M-ACCESS07L3, 1 day)
- Microsoft Office Access 2007: Level 4 (M-ACCESS07L4, 1 day)

Aimed At

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.

Group Size

5-15

Prerequisites

- Microsoft Office Access 2007: Level 1 (M-ACCESS07L1, 1 day)

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.

Course in a Nutshell

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.

Microsoft Office Access 2007: Level 2 is one of a series of Eogogics courseware titles which addresses optional Microsoft Office Specialist certification. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Office Specialist certification.

Customize It!

Customize this course to your group's background and job requirements at little-to-no additional cost. We can tailor the topics, emphasis placed on each topic, pace of coverage, and the exercises to suit your needs. We can also combine various levels

of courses for a particular MS Office application to create a course that's just right for your audience.

Learn How To You will learn to maintain data consistency and integrity; improve queries, forms, and reports; and also integrate Microsoft® Office Access™ 2007 with other applications.

**Course
Outline**

Lesson 1: Controlling Data Entry

- Topic 1A: Restrict Data Entry Using Field Properties
- Topic 1B: Establish a Pattern for Entering Field Values
- Topic 1C: Create a List of Values for a Field

Lesson 2: Joining Tables

- Topic 2A: Create Query Joins
- Topic 2B: Join Unrelated Tables
- Topic 2C: Relate Data Within a Table

Lesson 3: Creating Flexible Queries

- Topic 3A: Set Select Query Properties
- Topic 3B: Create Parameter Queries
- Topic 3C: Create Action Queries

Lesson 4: Improving Forms

- Topic 4A: Design a Form Layout
- Topic 4B: Enhance the Appearance of a Form
- Topic 4C: Restrict Data Entry in Forms
- Topic 4D: Add a Command Button to a Form
- Topic 4E: Create a Subform

Lesson 5: Customizing Reports

- Topic 5A: Organize Report Information
- Topic 5B: Format the Report
- Topic 5C: Set Report Control Properties
- Topic 5D: Control Report Pagination
- Topic 5E: Summarize Report Information
- Topic 5F: Add a Subreport to an Existing Report
- Topic 5G: Create a Mailing Label Report

Lesson 6: Sharing Data Across Applications

- Topic 6A: Import Data into Access
- Topic 6B: Export Data
- Topic 6C: Analyze Access Data in Excel
- Topic 6D: Export Data to a Text File
- Topic 6E: Merge Access Data with a Word Document

How You Will Learn

- Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.
- You will receive a professionally developed Participant Handbook, which will help you remember and retain what you learned in class and apply it on your job.