

Course ID

M-ACCESS07L3

Course Duration

1 day

Course Title

Microsoft® Office Access™ 2007: Level 3

Related Courses

- Microsoft Office Access 2007: Level 1 (M-ACCESS07L1, 1 day)
- Microsoft Office Access 2007: Level 2 (M-ACCESS07L2, 1 day)
- Microsoft Office Access 2007: Level 4 (M-ACCESS07L4, 1 day)

Aimed At

The Level 3 course is for the individual whose job responsibilities include working with related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance. It is also designed as one in a series of courses for students pursuing the Microsoft® Office Specialist Certification for Microsoft® Office Access™ 2007, and it is a prerequisite to take more advanced courses in Microsoft® Office Access™ 2007.

Group Size

5-15

Prerequisites

- Microsoft Office Access 2007: Level 1 (M-ACCESS07L1, 1 day)
- Microsoft Office Access 2007: Level 2 (M-ACCESS07L2, 1 day)

To ensure the successful completion of Microsoft® Office Access 2007™: Level 3, the above mentioned Eogogics courses or equivalent knowledge are recommended for familiarity with: basic and intermediate features of Access tables, relationships, queries, forms, and reports.

Course in a Nutshell

Your training in and use of Microsoft® Office Access 2007: Level 2 has provided you with a solid foundation in the basic and intermediate skills for working in Microsoft® Office Access 2007: Level 3. You have worked with the various Access objects, such as tables, queries, forms, and reports. 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.

Microsoft Office Access 2007: Level 3 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 how to create complex Access databases by structuring existing data, writing advanced queries, working with macros, making effective use of forms and reports, and also by performing database maintenance.

**Course
Outline**

Lesson 1: Structuring Existing Data

- Topic 1A: Analyze Tables
- Topic 1B: Create a Junction Table
- Topic 1C: Improve the Table Structure

Lesson 2: Writing Advanced Queries

- Topic 2A: Create Subqueries
- Topic 2B: Create Unmatched and Duplicate Queries
- Topic 2C: Group and Summarize Records Using Criteria
- Topic 2D: Summarize Data Using a Crosstab Query
- Topic 2E: Create a PivotTable and a PivotChart

Lesson 3: Simplifying Tasks with Macros

- Topic 3A: Create a Macro
- Topic 3B: Attach a Macro
- Topic 3C: Restrict Records Using a Condition
- Topic 3D: Validate Data Using a Macro
- Topic 3E: Automate Data Entry Using a Macro

Lesson 4: Making Effective Use of Forms

- Topic 4A: Display a Calendar on a Form
- Topic 4B: Organize Information with Tab Pages

Lesson 5: Making Reports More Effective

- Topic 5A: Include a Chart in a Report
- Topic 5B: Print Data in Columns
- Topic 5C: Cancel Printing of a Blank Report
- Topic 5D: Create a Report Snapshot

Lesson 6: Maintaining an Access Database

- Topic 6A: Link Tables to External Data Sources
- Topic 6B: Manage a Database
- Topic 6C: Determine Object Dependency
- Topic 6D: Document a Database
- Topic 6E: Analyze the Performance of a Database

Appendix A: Microsoft Office Specialist Program

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.