

Microsoft Access 2007 - Level 2 Training

- **Course Number:** Access2k72
- **Length:** 1 Day(s)

Certification Exam

No Microsoft Certified Professional exams are associated with this course.

Course Overview

This course follows up from our “Microsoft Access 2007 - Level 1 Training” course.

Prerequisites

Basic computer proficiency and a familiarity with topics covered in our “Microsoft Access 2007 - Level 1 Training” course is required.

Audience

This course is for anyone who wishes to learn Microsoft Access 2007.

Course Outline

- Part A
- Course Introduction
- Lesson 1 - Controlling Data Entry
- Controlling Data Entry
- Field Properties
- Input Masks
- Input Mask Wizard
- Lookup List Fields
- Lookup Wizard
- Demo - Field Properties
- Demo - Input Mask
- Demo - Lookup Fields
- Lesson 1 Review
- Lesson 2 - Joining Tables
- Joining Tables
- Query Joins
- Inner Join
- Left Outer Join
- Right Outer Join
- The Join Properties Dialog Box
- Self Joins
- The Alias Property
- Demo - Inner and Outer join
- Demo - Join
- Lesson 2 Review
- Lesson 3 - Creating Flexible Queries
- Creating Flexible Queries

- Select Query Properties
- Parameter Queries
- The Like Operator and Wildcards
- Common Wildcards
- Other wildcards
- Append Query
- Action Queries
- Update Query
- Delete Query
- Make Table Query
- Demo - Query Properties
- Demo - Parameter Queries
- Demo - Action Query
- Lesson 3 Review
- Part B
- Lesson 4 - Improving Forms
- Improving Forms
- Design Tools
- Layouts
- Types of Layouts
- Control Padding – Narrow, Medium or Wide
- Sort Data Within Forms
- Anchor & Form Controls
- Control Grouping and Ungrouping
- Conditional Formatting
- Control Wizards
- Combo Box Control
- List Box Control
- Option Group Control
- Command Buttons
- Subforms
- Demo - Modify Form
- Demo - Sorting and Filtering
- Demo - Format Form
- Demo - Option Buttons
- Demo - Subforms
- Lesson 4 Review
- Lesson 5 - Customizing Reports
- Customizing Reports
- Report Design
- The Group, Sort and Total Pane
- The Totals Feature
- The Field List Pane
- The Rich Text Support Feature
- Report Pagination
- Summarize Report Information
- Subreports
- Demo - Create a Report
- Demo - Group Sort
- Demo - Format Report
- Demo - Pagination
- Demo - Subreports

- Lesson 5 Review
- Lesson 6 - Sharing Data Across Applications
- Sharing Data Across Applications
- Options for Importing Data
- Delimiters
- Exporting Data
- Mail Merge Task Pane
- Demo - Import Excel
- Demo - Import Export CSV File
- Lesson 6 Review
- Course Closure