

Microsoft Access 2007 - Level 3 Training

- **Course Number:** Access2k73
- **Length:** 1 Day(s)

Certification Exam

No Microsoft Certified Professional exams are associated with this course.

Course Overview

Your training in and use of Microsoft® Office Access 2007 has provided you with a solid foundation in the basic and intermediate skills for working in Microsoft® Office Access 2007. 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.

Prerequisites

To ensure the successful completion of Microsoft® Office Access 2007: Level 3, the following courses or equivalent knowledge are recommended for familiarity with: basic and intermediate features of Access tables, relationships, queries, forms, and reports, as well as: Microsoft® Office Access 2007: Level 1 and Microsoft® Office Access 2007: Level 2.

Audience

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.

Course Outline

- Course Introduction
- Lesson 1 - Structuring Existing Data
- Structuring Existing Data
- First Normal Form
- Demo - Table Analyzer
- Second Normal Form
- Functional Dependency
- Third Normal Form
- Transitive Dependency
- Many-to-Many Relationships

- Junction Tables
- Demo - Junction Table
- Demo - Modify Tables
- Lesson 1 Review
- Lesson 2 - Writing Advanced Queries
- Writing Advanced Queries
- Subqueries
- Subqueries: Process
- Demo - Subquery
- SQL
- Steps: Create a Subquery in SQL view
- Unmatched Queries
- Steps: Unmatched Queries
- Find Duplicates Queries
- Steps: Duplicate Query
- Demo - Unmatched and Find Duplicates
- Summarize Records using Criteria
- Demo - Summarizing Records
- Crosstab Query
- Demo - Crosstab
- PivotTable and PivotChart
- PivotTable
- Demo - PivotTable
- PivotChart
- Demo - PivotChart
- Lesson 2 Review
- Lesson 3 - Simplifying Tasks with Macros
- Simplifying Tasks with Macros
- Macro
- Macro
- Macros
- Demo - Macro Form
- The Macro Builder Window
- Macro Actions
- Action Arguments
- Demo - Command Buttons and Expressions
- Object Events
- Macro Conditions
- Steps: Restrict Records Using a Condition
- Plan a Macro
- Embedded Macros
- Demo - Mandatory Data Entry and Message Box
- Demo - Automate Data Entry
- Lesson 3 Review
- Lesson 4 - Making Effective Use of Forms
- Making Effective Use of Forms

- Active X Controls
- Form Format Properties
- Demo - Calendar Form
- Tab Control
- Demo - Tab Control
- Demo - Pivot
- Lesson 4 Review
- Lesson 5 - Making Reports More Effective
- Making Reports More Effective
- Chart
- Chart Types
- Demo - Chart in Report
- Demo - Column Report
- Demo - Cancel Printing
- Report Snapshot
- Snapshot Viewer
- Demo - Snapshot
- Lesson 5 Review
- Lesson 6 - Maintaining an Access Database
- Maintaining an Access Database
- Links to External Data Sources
- Linked Table Manager
- Demo - Link Tables
- Managing a Database
- Object Dependencies Task Pane
- Demo - Compact and Repair Object Dependencies
- Database Documenter
- Performance Analyzer
- Demo - Performance
- Lesson 6 Review
- Course Closure