

### Access 2007 - Level 2

Duration: 2 days

#### Overview:

In this course, students will 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.

#### Target Audience:

This 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.

#### At Course Completion:

Upon successful completion of this course, students 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 Access macros
- Display data more effectively in a form
- Customize reports by using various Access features, thus making them more effective
- Maintain your database using tools provided by Access.

#### Module 1: Structuring Existing Data

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

#### Module 2: 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

#### Module 3: 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

#### Module 4: Making Effective Use of Forms

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

#### Module 5: Making Reports More Effective

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

#### Module 6: 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