

## Access 2007 - Level 1

Days of Training: 2

### Overview

In the course, students create and modify new databases and their various objects. They learn how to maintain data consistency and integrity; improve queries, forms, and reports; and also integrate Access™ 2007 with other applications. (Second Edition)

### Prerequisites

Windows XP (New Version) - Level 1

### Next Steps

Access 2007 - Level 2

### Lesson 1: Exploring the Microsoft® Office Access™ 2007 Environment

- Examine Database Concepts
- Explore the User Interface
- Explore the Ribbon
- Customize the Access Environment
- Obtain Help
- Use an Existing Access Database

### Lesson 2: Designing a Database

- Describe the Relational Database Design Process
- Define Database Purpose
- Review Existing Data
- Determine Fields
- Group Fields into Tables
- Normalize Data
- Designate Primary and Foreign Keys
- Determine Table Relationships

### Lesson 3: Building a Database

- Create a New Database
- Create a Table
- Manage Tables
- Create a Table Relationship
- Save a Database as a Previous Version

### Lesson 4: Managing Data in a Table

- Modify Table Data
- Sort Records
- Work with Subdatasheets

### Lesson 5: Querying a Database

- Filter Records
- Create a Query
- Add Criteria to a Query
- Add a Calculated Field to a Query
- Perform Calculations on a Record
- Grouping

### Lesson 6: Designing Forms

- View Data Using an Access Form
- Create a Form
- Modify the Design of a Form

### Lesson 7: Generating Reports

- View an Access Report
- Create a Report
- Add a Custom Calculated Field to a Report
- Format the Controls in a Report
- Apply an AutoFormat to a Report
- Prepare a Report for Print

### Lesson 8: Controlling Data Entry

- Restrict Data Entry Using Field Properties
- Establish a Pattern for Entering Field Values
- Create a List of Values for a Field

### Lesson 9: Joining Tables

- Create Query Joins
- Join Unrelated Tables
- Relate Data Within a Table

### Lesson 10: Creating Flexible Queries

- Set Select Query Properties
- Create Parameter Queries
- Create Action Queries

### Lesson 11: Improving Forms

- Design a Form Layout
- Enhance the Appearance of a Form
- Restrict Data Entry in Forms
- Add a Command Button to a Form
- Create a Subform

### Lesson 12: Customizing Reports

- Organize Report Information
- Format the Report
- Set Report Control Properties
- Control Report Pagination
- Summarize Report Information
- Add a Subreport to an Existing Report
- Create a Mailing Label Report

### Lesson 13: Sharing Data Across Applications

- Import Data into Access
- Export Data
- Analyze Access Data in Excel
- Export Data to a Text File
- Merge Access Data with a Word Document

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## Access 2007 - Level 2

Days of Training: 2

### 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. (Second Edition)

### Prerequisites

Access 2007 - Level 1

### Next Steps

Access 2007 - Level 3

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### Lesson 1: Structuring Existing Data

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

### Lesson 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

### Lesson 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

### Lesson 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

### Lesson 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

### Lesson 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

## Access 2007 - Level 3

Days of Training: 1

### Overview

In this course, students will exchange data with other applications, automate business processes by using VBA code, and secure and share databases. (Second Edition)

### Prerequisites

Access 2007 - Level 1

Access 2007 - Level 2

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### Lesson 1: Integrating Access into Your Business

- Import XML Data into an Access Database
- Export Access Data to XML Format
- Export Data to the Outlook Address Book
- Collect Data Through Email Messages

### Lesson 2: Automating a Business Process with VBA

- Create a Standard Module
- Develop Code
- Call a Procedure from a Form
- Run a Procedure

### Lesson 3: Managing Switchboards

- Create a Database Switchboard
- Modify a Database Switchboard
- Set the Startup Options

### Lesson 4: Distributing and Securing Databases

- Split a Database
- Implement Security
- Set Passwords
- Convert an Access Database to an ACCDE File
- Package a Database with a Digital Signature

### Lesson 5: Sharing a Database Using a SharePoint Site

- Export a Table to a SharePoint List
- Import Data from a SharePoint List
- Publish a Database to a SharePoint Site
- Move a Database to a SharePoint Site
- Work Offline