Access 2007 Intermediate

Duration: 1 Day

Course Overview:

In Access 2007 Introduction you 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.

Students Learn How To:

- Restructure the 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
- Make reports more effective using report customization features
- Maintain your database using tools provided by Access

Who Should Attend: Anyone with basic Microsoft Access knowledge who would like to take advantage of the power and flexibility offered by the more advanced data handling capabilities of Access 2007.

Prerequisites: Window 2000 or XP Introduction and Access 2007 Introduction Day 1 & 2 or equivalent knowledge.

Course Outline:

Structuring Existing Data

Analyze Tables
Create a Junction Table
Improve Table Structure

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

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

Making Effective Use of Forms

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

Making Reports More Effective

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

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