

Access 2007 Introduction Day 2

Duration: 1 Day

Course Overview:

This is day two of our two-day Access Introduction course. In this course students review basic database concepts and gain knowledge of intermediate database skills. Students learn basic relational database design concepts, utilize lookup fields, explore techniques to maintain data integrity, and create more advanced forms, reports, and queries. Students also learn how to share Access data with other applications.

Students Learn How To:

- Modify the design and field properties of a table to streamline data entry and maintain data integrity
- Retrieve data from tables using joins
- Create flexible queries to display specified records, allow for user-determined query criteria, and modify data using queries
- Enhance the capabilities of a form
- Customize reports to organize the displayed information and produce specific print layouts
- Share access data across other applications

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 or equivalent knowledge.

Course Outline:

Controlling Data Entry

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

Joining Tables

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

Creating Flexible Queries

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

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

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

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