

# Access 2007 Intermediate

*1 Day Class*



**Target Student:** Microsoft Office Access 2007: Level 2 is designed for students who would like to learn intermediate-level operations of the Microsoft Office Access program. The Level 2 course is for individuals whose job responsibilities include maintaining data integrity; handling complex queries, forms, and reports; and sharing data between Access and other applications. This course is also a prerequisite to taking more advanced courses in Access 2007. Individuals who want to pursue Microsoft Certified Application Specialist certification in Microsoft Office Access 2007 can also take this course.

**Prerequisites:** To ensure the successful completion of Microsoft Office Access 2007: Level 2, the completion of the Microsoft Office Access 2007: Level 1 course, or equivalent knowledge, is recommended.

## Objectives

Upon successful completion of this course, students will be able 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 by grouping form controls and making other aesthetic improvements to make forms work more efficiently and intuitively for the user.
- customize reports to organize the displayed information and produce specific print layouts.
- share data across different applications.

## Course Content

### Lesson 1: Controlling Data Entry

- Topic 1A: Restrict Data Entry Using Field Properties
- Topic 1B: Establish a Pattern for Entering Field Values
- Topic 1C: Create a List of Values for a Field

### Lesson 2: Joining Tables

- Topic 2A: Create Query Joins
- Topic 2B: Join Unrelated Tables
- Topic 2C: Relate Data Within a Table

### Lesson 3: Creating Flexible Queries

- Topic 3A: Set Select Query Properties
- Topic 3B: Create Parameter Queries
- Topic 3C: Create Action Queries

### Lesson 4: Improving Forms

- Topic 4A: Design a Form Layout
- Topic 4B: Enhance the Appearance of a Form
- Topic 4C: Restrict Data Entry in Forms

Topic 4D: Add a Command Button to a Form

Topic 4E: Create a Subform

### Lesson 5: Customizing Reports

- Topic 5A: Organize Report Information
- Topic 5B: Format the Report
- Topic 5C: Set Report Control Properties
- Topic 5D: Control Report Pagination
- Topic 5E: Summarize Report Information
- Topic 5F: Add a Subreport to an Existing Report
- Topic 5G: Create a Mailing Label Report

### Lesson 6: Sharing Data Across Applications

- Topic 6A: Import Data into Access
- Topic 6B: Export Data
- Topic 6C: Analyze Access Data in Excel
- Topic 6D: Export Data to a Text File
- Topic 6E: Merge Access Data with a Word Document