

Access 2007: Intermediate

2 days

Description

This ILT Series course builds on the skills and concepts taught in Access 2007: Basic. Students will learn how to normalize data; work with Lookup fields and subdatasheets; create join queries; add objects to forms, print reports and labels; create charts; and use PivotTables and PivotCharts.

Designated as Approved Courseware for the Microsoft Certified Application Specialist program, this course will help students prepare for the Access 2007 exam (77-605). For comprehensive certification training, students should complete Access 2007: Basic, Intermediate, and Advanced.

Prerequisites

- *Windows XP: Basic or Windows Vista: Basic*
- *Access 2007: Basic*
- *Previous experience with Excel is recommended*

Course Outline

Unit 1: Relational databases

Topic A: Database normalization
Topic B: Relating tables
Topic C: Implementing referential integrity

Unit 2: Related tables

Topic A: Lookup fields
Topic B: Modifying lookup fields
Topic C: Subdatasheets

Unit 3: Complex queries

Topic A: Joining tables in queries
Topic B: Calculated fields
Topic C: Summarizing and grouping values

Unit 4: Advanced form design

Topic A: Adding unbound controls
Topic B: Adding Graphics
Topic C: Adding calculated values
Topic D: Adding combo boxes
Topic E: Advanced form types

Unit 5: Reports and printing

Topic A: Customized headers and footers
Topic B: Adding calculated values
Topic C: Printing
Topic D: Labels

Unit 6: Charts

Topic A: Charts in forms
Topic B: Charts in reports

Unit 7: PivotTables and PivotCharts

Topic A: PivotTables
Topic B: Modifying PivotTables
Topic C: PivotCharts
Topic D: PivotTable forms