

Prerequisites required for taking this course

The course requires that you are familiar with using personal computers and have used a mouse and keyboard; basic typing skills are recommended. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. You must have also successfully completed Access 2007 Level 1 or worked with Access 2003/2007 for more than a year.

Performance Objectives for Microsoft Access 2007 Level 2

- 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 Outline**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