

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&2 or worked with Access 2007 for more than a year. ***To ensure your success, knowledge of basic and intermediate features of Access tables, relationships, and queries, forms, and reports is recommended.***

Performance Objectives for Microsoft Access 2007 Level 2

- Restructure data into appropriate tables to ensure data dependency and minimize redundancy.
- Write advanced queries to analyze and summarize data.
- Create and revise Microsoft® Office Access™ 2007 macros.
- Display data more effectively in a form.
- Customize reports by using various Microsoft® Office Access™ 2007 features, making them more effective.
- Maintain your database using tools provided by Microsoft® Office Access™ 2007.

Course Outline**Lesson 1: Structuring Existing Data**

Topic 1A: Analyze Tables
 Topic 1B: Create a Junction Table
 Topic 1C: Improve Table Structure

Lesson 2: Writing Advanced Queries

Topic 2A: Create Subqueries
 Topic 2B: Create Unmatched and Duplicate Queries
 Topic 2C: Group and Summarize Records Using Criteria
 Topic 2D: Summarize Data Using a Crosstab Query
 Topic 2E: Create a PivotTable and a PivotChart

Lesson 3: Simplifying Tasks with Macros

Topic 3A: Create a Macro
 Topic 3B: Attach a Macro
 Topic 3C: Restrict Records Using a Condition
 Topic 3D: Validate Data Using a Macro
 Topic 3E: Automate Data Entry Using a Macro

Lesson 4: Making Effective Use of Forms

Topic 4A: Display a Calendar on a Form
 Topic 4B: Organize Information with Tab Pages
 Topic 4C: Display a Summary of Data in a Form

Lesson 5: Making Reports More Effective

Topic 5A: Include a Chart in a Report
 Topic 5B: Print Data in Columns
 Topic 5C: Cancel Printing of a Blank Report
 Topic 5D: Create a Report Snapshot

Lesson 6: Maintaining an Access Database

Topic 6A: Link Tables to External Data Sources
 Topic 6B: Manage a Database
 Topic 6C: Determine Object Dependency
 Topic 6D: Document a Database
 Topic 6E: Analyze Database Performance