

Access 2007 Level 2

GWEACC102

1 day

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Course Summary

You have the basic skills needed to work with Microsoft® Office Access™ 2007 databases, including creating and working with Access tables, relationships, queries, forms, and reports. But so far, you have been focusing only on essential database user skills. In this course, you will consider how to maintain data consistency, how to customize database components, and how to share Access data with other applications.

Course Objective:

You will maintain data consistency and integrity; improve queries, forms, and reports; and also integrate Microsoft® Office Access™ 2007 with other applications.

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.

Certification

This course is one of a series of Element K courseware titles that addresses Microsoft Certified Application Specialist (MCAS) skill sets. The MCAS program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more product proficiency exams in order to earn Office Specialist certification.

Lessons

Lesson 1

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

Topic 2A: Create Query Joins

Topic 2B: Join Unrelated Tables

Topic 2C: Relate Data Within a Table

Lesson 3

Topic 3A: Set Select Query Properties

Topic 3B: Create Parameter Queries

Topic 3C: Create Action Queries

Lesson 4

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

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

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