

Access 2007 Level 3

GWEACC103

1 day

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Course Summary

Your training in and use of Microsoft® Office Access™ 2007 has provided you with a solid foundation in the basic and intermediate skills for working in Microsoft® Office Access™ 2007. You have worked with the various Access objects, such as tables, queries, forms, and reports. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Access by structuring existing data, writing advanced queries, working with macros, enhancing forms and reports, and maintaining a database.

Course Objective:

You will create complex Access databases by structuring existing data, writing advanced queries, working with macros, making effective use of forms and reports, and also by performing database maintenance.

Prerequisites

To ensure the successful completion of Microsoft® Office Access 2007™: Level 3, the following Element K courses or equivalent knowledge are recommended for familiarity with: basic and intermediate features of Access tables, relationships, queries, forms, and reports, as well as:

- Microsoft® Office Access™ 2007: Level 1
- Microsoft® Office Access™ 2007: Level 2

Certification

Level 3 is one of a series of Element K courseware titles that addresses Microsoft Office Specialist skill sets. The Office Specialist 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 proficiency exams in order to earn Office Specialist certification.

Lessons

Lesson 1

Topic 1A: Analyze Tables

Topic 1B: Create a Junction Table

Topic 1C: Improve the Table Structure

Lesson 2

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

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

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

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

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 the Performance of a Database