

Microsoft® Office Access™ 2007: Level 2

Course Description

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.

Target Student: Microsoft Office Access 2007: Level 2 is designed for students who would like to learn intermediate-level operations of the Microsoft Office Access program. The Level 2 course is for individuals whose job responsibilities include maintaining data integrity; handling complex queries, forms, and reports; and sharing data between Access and other applications. This course is also a prerequisite to taking more advanced courses in Access 2007.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- 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.
- customize reports to organize the displayed information and produce specific print layouts.
- share data across different applications.

Course Content

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