

Access 2007 Intermediate

1 Day Course

Objectives

By the end of the day you will know how to:

- Understand relational databases
- Relate tables together
- Create complex queries
- Create advanced forms and complex controls
- Create advanced reports
- Use charts in forms and reports
- Create PivotTables and PivotCharts in forms

Prerequisites

A basic understanding of Microsoft Windows, and familiarity with a keyboard and mouse

Course Contents

Unit 1: Relational databases

- Topic A: Database normalization
- Topic B: Relating tables
- Topic C: Implementing referential integrity

Unit 2: Related tables

- Topic A: Lookup fields
- Topic B: Modifying lookup fields
- Topic C: Subdatasheets

Unit 3: Complex queries

- Topic A: Joining tables in queries
- Topic B: Calculated fields
- Topic C: Summarizing and grouping values

Unit 4: Advanced form design

- Topic A: Adding unbound controls
- Topic B: Adding Graphics
- Topic C: Adding calculated values
- Topic D: Adding combo boxes
- Topic E: Advanced form types

Unit 5: Reports and printing

- Topic A: Customized headers and footers
- Topic B: Adding calculated values
- Topic C: Printing
- Topic D: Labels

Unit 6: Charts

- Topic A: Charts in forms
- Topic B: Charts in reports

Unit 7: PivotTables and PivotCharts

- Topic A: PivotTables
- Topic B: Modifying PivotTables
- Topic C: PivotCharts
- Topic D: PivotTable forms