



Enhanced Network Solutions Group

Systems Integration • Learning Solutions • CIO Consulting
Managed Outsourcing • Healthcare Solutions • Security Solutions

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Access 2007: Intermediate

MS-AC-INT-AX Rev 07.09

2 days

Description

This ILT Series course builds on the skills and concepts taught in Access 2007: Basic. Students will learn how to normalize data; work with Lookup fields and subdatasheets; create join queries; add objects to forms, print reports and labels; create charts; and use PivotTables and PivotCharts.

Prerequisites

- *Windows XP: Basic or Windows Vista: Basic*
- *Access 2007: Basic*
- *Previous experience with Excel is recommended*

Course Outline

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



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