



Intermediate Microsoft Access 2007

About the Course

Designed for

Aimed at those people who wish to take themselves one step further in the use of Microsoft Access 2007. This course provides candidates with practical experience of the topics listed in the course outline. On completion, candidates should have an excellent knowledge of basic concepts and a working knowledge of some advanced features.

Teaching Approach

The teaching approach contains a mix of lectures, practical and one-to-one work and varies according to the people attending. For the most part, candidates are able to work at a pace that best suits them, and emphasis is placed upon quality of learning, rather than quantity.

Requirements

Those attending should have good understanding of Microsoft Access 2007 to an introductory level, be competent Windows users and be familiar with the basics of file and disk management.

Course Material

A large part of each course is spent with a set of specially prepared exercises and projects so that those attending gain firm foundations through their own practical experience. Professionally presented course notes are provided and these may be retained for reference afterwards.

Duration

This training program is one day in duration.

Course Outline

WHAT'S NEW

- New features in Access 2007
- Database templates
- Using local templates
- Enhanced Datasheet View
- New Layout View
- Improved Interface

SECURITY ISSUES & THE TRUST CENTRE

- Security warnings
- Trusted Locations - Trust Centre
- Setting the default folder location within Access

TABLES

- Applying and modifying data types
- Modifying column data types
- Formatting Text data type
- Formatting Hyperlink data type
- Formatting Currency data type
- Formatting Date/Time data type
- Database object naming conventions
- Converting between data types
- Changing a field to a different data type
- Creating and editing a lookup in a field or column
- Creating a lookup from values in a table or query
- Creating a lookup from values you type in
- Creating a validation rule within a field
- Creating an input mask in a field
- Setting a required field

RELATIONSHIPS

- Creating a relationship
- Deleting a relationship
- Creating a one-to-one relationship
- Creating a one-to-many relationship
- Creating many-to-many relationships
- Applying an inner join
- Applying an outer join
- Setting referential integrity
- Setting cascading options

QUERIES

- Enabling the content
- Creating and using a query to update data in a table
- Creating an Update Query
- Creating a Delete Query
- Creating a Make-Table Query
- Creating an Append Query
- Using Aggregate Functions
- Summing column values using the SUM function
- Averaging column values using the AVG function
- Finding maximum column values using the MAX function
- Using wildcards as parameters
- Creating an arithmetic calculation within a query
- Finding duplicates using the Find Duplicates Query Wizard
- Creating a parameter query
- Finding Null values

FORMS

- Creating an unbound control
- Creating a bound control
- Creating a form header and footer area
- Numbering a form page
- Adding a subform to a form

REPORTS

- Placing a control on a report
- Creating an arithmetic control
- Using common functions in a report
- Concatenating (combining) values within an expression
- Creating page headers and footers
- Creating report headers and footers
- Grouping records on a report
- Forcing page

USING MACROS

- Creating a new macro
- Running a macro
- Attaching a macro to a form control

IMPORTING, EXPORTING AND LINKING DATA

- Importing from an Excel spreadsheet
- Exporting data to a text file
- Exporting data as an Excel spreadsheet file
- Linking external data to a database
- Linking to an Excel worksheet