

# Microsoft® Office Access 2007 – Level II

## Course Description

---

Microsoft® Office Access 2007 – Level II teaches students how to use some advanced commands to work with forms, reports, designing tables, manipulating queries, as well as using subforms or subreports. It is designed for computer users who are familiar with Access and now want to explore some of the intermediate to advanced skill sets.

## Who Should Attend

---

This course is a continuation of the *Microsoft Office Access 2007 – Level 1* courseware, in which you were introduced to the basic concepts and skills for creating and manipulating simple databases.

## Course Objectives

---

After completing this course, you will be able to:

- ↻ create one-to-one, one-to-many and many-to-many relationships
- ↻ use the table analyzer
- ↻ perform maintenance on databases
- ↻ identify object dependencies
- ↻ open a database exclusively or with shared access
- ↻ use the Database Documenter
- ↻ create a form using the Form tool or the Form wizard
- ↻ create a form in design or layout view
- ↻ add, move, resize, delete, formatting, space, anchor or group controls
- ↻ creating datasheet forms, multiple item forms, split forms, and PivotTable forms
- ↻ create a report using the Report Tool and Report Wizard
- ↻ modify a report in design or layout view
- ↻ print and preview forms and reports
- ↻ create mailing labels
- ↻ use input masks, validation rules, or indexed fields
- ↻ use the lookup wizard or create lookup fields manually
- ↻ work with query joins
- ↻ create parameter, unique, unmatched and duplicate select queries
- ↻ create summary, action, and sub queries
- ↻ use embedded macros in forms or reports
- ↻ create and modify charts
- ↻ create a subform or subreport using the wizard or the subform/subreport tool

# Microsoft® Office Access 2007 – Level II

## Courseware Outline

---

# SLATE TRAINING CENTRE

### Lesson 1: Working with Forms

- Lesson Objectives
- What is a Form?
- Creating a Form
- Using Forms
- Creating and Modifying a Form in Layout View
- Creating and Modifying a Form in Design View
- Creating Datasheet Forms
- Creating Multiple Items Forms
- Creating Split Forms
- Creating PivotTable Forms
- Lesson Summary
- Review Questions

### Lesson 2: Working with Reports

- Lesson Objectives
- What is a Report?
- Creating a Report using the Report Tool
- Creating a Report using the Report Wizard
- Creating and Modifying Reports in Layout View
- Creating and Modifying Reports in Design View
- Print Preview and Print Reports
- Exporting as PDF or XPS Format
- Creating Mailing Labels
- Lesson Summary
- Review Questions

### Lesson 3: Advanced Table Design

- Lesson Objectives
- Advanced Field Properties
- Using Lookup Fields
- Linking Tables
- Lesson Summary
- Review Questions

### Lesson 4: Advanced Queries

- Lesson Objectives
- Select Queries from Multiple Tables
- Adding and Removing Tables from Queries
- Inner and Outer Joins
- Specialized Select Queries
- Summary Queries
- Action Queries
- Create Subqueries
- Queries from Filters
- Lesson Summary
- Review Questions

### Lesson 5: Advanced Forms and Reports

- Lesson Objectives
- Features of Forms and Reports
- Lesson Summary
- Review Questions

### Lesson 6: Customizing Forms and Reports

- Lesson Objectives
- Working with Properties
- Using Unbound and Bound Controls
- Applying Images
- Using List Boxes and Combo Boxes
- Using Check Boxes
- Using Option Groups
- Lesson Summary
- Review Questions

### Lesson 7: Using Subforms and Subreports

- Lesson Objectives
- Creating Subforms and Subreports
- Exporting to HTML
- Lesson Summary
- Review Questions

### Appendices

- Appendix A: Prerequisites
- Appendix B: Answers to Review Questions
- Appendix C: Courseware Mapping
- Appendix D: Glossary of Terms
- Appendix E: Index