

MICROSOFT ACCESS 2007 INTERMEDIATE

WHO SHOULD ATTEND

Those who have taken the Access Introduction course and wish to expand their skills of the following:

- ◆ Establish relationships between tables
- ◆ Create advanced queries
- ◆ Create more efficient forms and reports
- ◆ Work with macros

PREREQUISITES

A working knowledge of skills outlined in the course Access Introduction is recommended.

COURSE OBJECTIVE

This instructor-led, full day course is designed to teach the student concepts of Access, a powerful relational database-management program, with a main focus on creating databases, tables, queries, forms and reports.

WHAT STUDENTS RECEIVE

Students receive their own Student Manual as well as class exercise files when necessary. We strongly suggest these materials be used for review to further internalize concepts as well as for post-class reference.

NEXT CLASS

We recommend the student enroll in the full day Access Advanced class to learn more advanced features and including macro design and use, action queries, and parameters.

SKILLS LEARNED

- ◆ Table design
- ◆ Normalize sample tables
- ◆ Normal forms
- ◆ Identifying design problems within tables
- ◆ Establish relationships between tables
- ◆ Analyzing table relationships
- ◆ Enforcing and testing for referential integrity
- ◆ Customize table designs
- ◆ Setting field properties
- ◆ Data validation
- ◆ Maintain data integrity within a table
- ◆ Creating indexes
- ◆ Design select queries
- ◆ Calculations with queries
- ◆ Using multiple tables and multiple queries
- ◆ Calculate, group, average, and concatenate values
- ◆ Showing top values
- ◆ Customizing form designs
- ◆ Creating calculated fields in forms
- ◆ Using combo boxes and unbound controls
- ◆ Display table information
- ◆ Table relationships
- ◆ The one-to-one and one-to-many relationships within tables
- ◆ Creating forms that contain subforms
- ◆ The Form Wizard
- ◆ Customize report designs
- ◆ Grouping, sorting, and summarizing data in a report design
- ◆ The Report Wizard
- ◆ Adding subreports

COURSE OUTLINE

LESSON 1: Principles of Table Design

- ◆ Normalizing data
- ◆ Normalizing data for fourth and fifth normal forms

LESSON 2: Principles of Table Relationships

- ◆ Analyzing table relationships
- ◆ Establishing and testing referential integrity

LESSON 3: Table Design Techniques

- ◆ Data validation techniques
- ◆ Indexing techniques

LESSON 4: Designing Select Queries

- ◆ Working with calculations
- ◆ Creating multiple-table queries

LESSON 5: Enhanced Form Design

- ◆ Customizing the form design
- ◆ Adding calculations to a form
- ◆ Adding combo boxes to a form
- ◆ Adding unbound controls

LESSON 6: Subform Design

- ◆ Creating a form that contains a subform
- ◆ Using the Form Wizard to create a form that contains a subform

LESSON 7: Customizing Reports

- ◆ Customizing a report created by the Report Wizard
- ◆ Subreports