

Access 2007 Intermediate – Level 2

Access 2007: Intermediate 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.

Course Length

2 day

Prerequisites

Access 2007: Basic or equivalent experience

Topics

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