

Microsoft Office Access 2007 (Advanced)

IN BRIEF

Delivery: Instructor Led

Duration: 1 day

Class size: 10 Students Max.

Inclusions: Microsoft Access 2007 expert instructor, comprehensive course manual, individual computer access and refreshments.

Audience: This course is intended for participants who want to develop advanced skills using Microsoft Access 2007. Including relationships, forms and PivotTables.

Prerequisites: Participants are expected to have a strong working knowledge of Microsoft Access 2007 equivalent to the topic areas covered in the Microsoft Office Access 2007 (Introduction) and Microsoft Office Access 2007 (Intermediate) courses.

Products Covered:
Microsoft Office Access 2007

Further Training:
Microsoft Office Access 2007 (Expert)

Course Description

This one day, instructor-led course develops advanced skills within Microsoft Access and deals with relationships, forms and PivotTables. It includes areas such as tables, subforms and dialog boxes.

Objectives

At the completion of this courseware participants will be able to:

- Manage relationships and tables
- Use advanced forms
- Use Outlook and /or SharePoint with Access
- Create PivotTables and Charts

Topics Covered

Advanced Data Management

Using the Relationships View and Ribbon

Types of Relationships

Establishing Referential Integrity

Enforcing and Testing Referential Integrity

Table Relationships

About Join Lines

Normalizing Tables

Using Cascade Delete and Cascade Update

Setting Fields for Indexing

Using the Index

Switchboards

Using a Switchboard vs. Using the

Navigation Pane and Ribbon

Using the Switchboard Manager

Creating a Switchboard

Editing a Switchboard

Deleting a Switchboard

Modal Dialogue Boxes

Creating a Modal Dialogue Box

Adding Controls

Setting Properties

Formatting your Dialogue Box

Advanced Form Tasks

Creating and Modifying a Subform

Working with a Subform

Synchronizing Subform Data with a Main Form

Displaying a Subform within a Main Form

Advanced Form Tasks

Limiting User Access to a Form

Creating Check Boxes and Command Buttons

Creating Event Procedures

Customizing Error Messages

Exporting Your Form

Sending a Form via E-Mail

Managing Replies

Exporting your Form to XML

Using Outlook and SharePoint with Access

Creating an RSS Feed for Outlook

Importing Contacts from Outlook

Importing Contacts from a SharePoint Server

Moving your Database to a SharePoint Server

Publishing to a Web Server

Creating a PivotTable

About PivotTables

Creating a PivotTable

More about PivotTable Fields

Completing your PivotTable

Creating a PivotChart

About PivotCharts

Creating a PivotChart

More about PivotChart Fields

Completing Your PivotChart

Using PivotTables and PivotCharts

Using a PivotTable

Using a PivotChart

Editing a PivotTable or a PivotChart

Common PivotTable and PivotChart Editing Commands

Creating a PivotTable and PivotChart from the Same Object

Access and Windows

Recovering Access

Starting Access on Windows Boot

Using Office Diagnostics

Checking for Updates

Using the Access Viewer

What is the Access Viewer?

Downloading the Viewer

Using the Viewer

An Introduction to SQL

What is SQL?

Parts of an SQL Statement

SQL Keywords

Adding Where Clauses