

Microsoft Office Access 2007 (Intermediate)

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 their skills using Microsoft Access 2007. Including formatting and reporting.

Prerequisites: Participants are expected to have a working knowledge of Microsoft Access 2007 equivalent to the topics areas covered in the Microsoft Office Access 2007 (Introduction) course.

Products Covered:
Microsoft Office Access 2007

Further Training:
Microsoft Office Access 2007 (Advanced)

Course Description

This one day, instructor-led course develops skills within Microsoft Access and deals with customising and formatting. It includes areas such as multiple queries, organizing reports and adding tasks.

Objectives

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

- save and export files
- format and manage tables
- apply form controls
- organise and format reports

Topics Covered

Using My Computer within Access

Performing Basic Tasks with My Computer
Changing Views with my Computer
Using the My Places Toolbar

Database Management

Compact and Repair a Database
Backing up Your Database
Editing Database Properties

Saving Your Files

Using the Save As Dialogue
Using File Properties and AutoRecover

Exporting Files

Exporting to PDF, XPS, Word or Excel
Exporting to Other Destinations
Using Saved Exports
Exporting to a CAB File
Exporting to Older Versions of Access

Linking Files

Linking to an Excel Spreadsheet
Linking to Another Database
Linking to a SharePoint Site
Other Types of Linked Documents
Creating a Hyperlink

Customizing Tables

Adding a Primary Key to a Table
Indexing a Field
Inserting, Deleting, and Moving Fields
Importing a Table from another Source

Formatting Tables

Formatting Number and Text Fields
Adding Field Descriptions and Captions
Changing Field Data Types

Controlling Table Data Entry

Setting a Default or Required Value
Setting a Required Value
Creating and Using Input Masks
Creating and Removing Table Relationships

Managing Table Data Entry

How to Validate Data
Creating and Modifying a Lookup Field
Creating and Modifying a Value List

Basic Form Controls

Cutting, Copying, Pasting and Moving
Formatting a Control

Advanced Form Controls

Modifying a Control's Properties
Changing a Control's Data Source or Default
Creating a Calculated Control
Using Form Properties

Formatting Your Form

Formatting Gridlines
Modifying the Font
Adding Logos

Formatting Controls

Changing the Color of a Control
Using Control Properties
Aligning Controls and Special Effects

Formatting Records

Modifying Fonts
Using the Formatting or Arrange Ribbon

Organizing Report Data

Adding and Removing Fields
Using Report Sections
Changing Section or Group Properties
Grouping and Sorting in a Report
Using Calculated Controls in a Report

Formatting Reports

Formatting Gridlines
Modifying the Font
Adding Logos
Changing the Layout

Common Report Tasks

Adding a Photo
Adjusting Page Properties
Adding Headers and Footers and Numbering
Using the Label Wizard

Basic Queries

Creating, Sorting and Filtering a Query
Hiding Fields
Using AND OR Operators
Use of IIF Functions

Multiple Table Queries

Creating a Multiple Table Query
Creating a Calculated Field
Using the Expression Builder
Using Queries to Summarize

Advanced Queries

Using Parameter Queries
Creating Crosstab Queries
Using Crosstab Queries
Using Make-Table Queries

Management (Action) Queries

Append Queries
Delete Queries
Update Queries
Exporting Queries