



Microsoft Access 2007: Intermediate

Overview: This course is designed for students who are interested in learning the intermediate-level operations of the Microsoft Access program. Students will learn how to maintain data consistency and integrity, improve queries, forms, and reports; and how to integrate Access data with other applications.

Prerequisites: Access 2007 Introduction or equivalent knowledge.

Course Length: One day

Course Content

Lesson 1: Controlling Data Entry

Restrict Data Entry Using Field Properties
Establish a Pattern for Entering Field Values
Create a List of Values for a Field

Lesson 2: Joining Tables

Create Query Joins
Join Unrelated Tables
Relate Data Within a Table

Lesson 3: Creating Flexible Queries

Set Select Query Properties
Create Parameter Queries and Action Queries

Lesson 4: Improving Forms

Design a Form Layout
Enhance the Appearance of a Form
Restrict Data Entry in Forms
Add a Command Button to a Form
Create a Subform

Lesson 5: Customizing Reports

Organize Report Information
Format the Report
Set Report Control Properties
Control Report Pagination
Summarize Report Information
Add a Subreport to an Existing Report
Create a Mailing Label Report

Lesson 6: Sharing Data Across Applications

Import Data into Access
Export Data
Analyze Access Data in Excel
Export Data to a Text File
Merge Access Data with a Word Document

