

Access 2007 Level 2

Prerequisites

Access 2007 Level 1

Description

This course builds on the skills and concepts taught in Access 2007 Level 1. 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.

Detailed Outline

Relational databases

Database normalization
Relating tables
Implementing referential integrity

Related tables

Lookup fields
Modifying lookup fields
Subdatasheets

Complex queries

Joining tables in queries
Calculated fields
Summarizing and grouping values

Advanced form design

Adding unbound controls
Adding Graphics
Adding calculated values

Objectives

By the end of this course, you will be able to:

- ✓ Understand relational databases
- ✓ Use related tables and charts
- ✓ Create and print reports
- ✓ Create and use PivotTables and PivotCharts

Adding combo boxes
Advanced form types

Reports and printing

Customized headers and footers
Adding calculated values
Printing
Labels

Charts

Charts in forms
Charts in reports
Access 2007: Intermediate Topic-Level Outline

PivotTables and PivotCharts

PivotTables
Modifying PivotTables
PivotCharts
PivotTable forms