

Microsoft Access 2007 – Level 2 – Advanced Database Design

Length: 1 day

Who should attend?

This course is intended for new Microsoft Access 2007 users.

Prerequisites

Microsoft Office Access 2007 Level 1 - Database Design

Course Objectives

Upon completion of the course, participants will be able to accomplish the following:

- Overview of the databases that will be used during the course
- Insert and delete text to edit a document, then print the document and select different views
- Enhance tables by creating lookups
- Create advanced forms by adding controls, subforms, calculations, and graphic images
- Create advanced reports by adding controls, grouping, subforms, calculations, graphic images, and charts
- Work with and create web-based objects

Course Content

Database Overview

Database Overview ;

Enhancing Tables

Copying a Database Object ; Lookup Fields ; Creating a Lookup ;

Advanced Queries

Query Overview ; The Query Wizard ; Nested Queries ; Query Joins ; Make Table Queries ; Append Queries ; Summary Queries ; Crosstab Queries ;

Advanced Forms

Form Design ; Controls ; Form Properties ; Subforms ; Advanced Calculations ; Customizing Forms ;

Advanced Reports

Designing Reports ; Sorting and Grouping ; Layout Properties ; Calculations ; Subreports ; Graphic Reports ; Chart Wizard;

Supplemental Topics: Working with Web Tools

Working with Web Pages ; Hyperlinks ;

