



Microsoft® Office Access™ 2007: Level 3

Course Objective: You will create complex Access databases by structuring existing data, writing advanced queries, working with macros, making effective use of forms and reports, and performing database maintenance.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- restructure data into appropriate tables to ensure data dependency and minimize redundancy.
- write advanced queries to analyze and summarize data.
- create and revise Microsoft® Office Access™ 2007 macros.
- display data more effectively in a form.
- customize reports by using various Microsoft® Office Access™ 2007 features, making them more effective.
- maintain your database using tools provided by Microsoft® Office Access™ 2007.

Course Content

Lesson 1: Structuring Existing Data

Topic 1A: Analyze Tables

Topic 1B: Create a Junction Table

Topic 1C: Improve Table Structure

Lesson 2: Writing Advanced Queries

Topic 2A: Create Subqueries

Topic 2B: Create Unmatched and Duplicate Queries

Topic 2C: Group and Summarize Records Using Criteria

Topic 2D: Summarize Data Using a Crosstab Query

Topic 2E: Create a PivotTable and a PivotChart

Lesson 3: Simplifying Tasks with Macros

Topic 3A: Create a Macro

Topic 3B: Attach a Macro

Topic 3C: Restrict Records Using a Condition

Topic 3D: Validate Data Using a Macro

Topic 3E: Automate Data Entry Using a Macro

Lesson 4: Making Effective Use of Forms

Topic 4A: Display a Calendar on a Form

Topic 4B: Organize Information with Tab Pages

Topic 4C: Display a Summary of Data in a Form

Lesson 5: Making Reports More Effective

Topic 5A: Include a Chart in a Report

Topic 5B: Print Data in Columns

Topic 5C: Cancel Printing of a Blank Report

Topic 5D: Create a Report Snapshot

Lesson 6: Maintaining an Access Database

Topic 6A: Link Tables to External Data Sources

Topic 6B: Manage a Database

Topic 6C: Determine Object Dependency

Topic 6D: Document a Database

Topic 6E: Analyze the Performance of a Database