



Computer Consultants Corporation

Microsoft Access

Intermediate

Length of course: 1 class day (6 hours)

Objective(s): Students learn the intermediate skills required for the effective use of MS Access 2007, including the Office 2007 environment and the new Ribbon interface, relational database concepts, querying databases, customizing input forms, and creating custom reports.

Prerequisites: Working in a Windows environment and Introductory Access 2007 or equivalent experience.

Designing a Relational Database

- Principles of good Database Design
- Planning a Relational Database
- Normalizing Data
- Identifying Relationship types
- Creating and modifying Relationships
- Printing Relationships
- Modifying Table Field settings
- Creating Lookup fields
- Identifying Object dependencies

Querying a Database

- Choosing Field to include in a Query
- Selecting Fields from multiple Tables
- Saving Filters and Queries
- Comparison Operators and Wildcards
- Setting And/Or Criteria
- Using Date Criteria
- Sorting a Query
- Using Calculations in Queries
- Identifying parts of Calculation Field
- Creating and formatting a Calculated Field
- Using Function in Query Expression
- Creating Crosstab Queries
- Creating Unmatched and Duplicate Queries

Customizing Input Forms

- Examining Form Design View
- Setting Report Print Layout
- Identifying Layout View Elements
- Identifying a Record Source
- Working with Form Control
- Editing Labels
- Using Design Font Tools
- Applying Conditional Formatting
- Using the Property Sheet
- Form Header/Footer
- Formatting Form Section Background
- Adding Design Elements to Forms
- Setting Form Properties/Tab Order
- Applying Auto Format
- Printing Form Records

Creating Custom Reports

- Navigating Report Design View
- Working with Report Controls
- Report Sorting and Grouping
- Adding Graphics to Reports
- Adding Titles
- Using the Expression Builder
- Calculating Totals
- Setting up Labels