

## Microsoft Office Access 2007: Intermediate

- Course Length: 1 Day

### Course Overview

This course builds on the skills and concepts taught in Access 2007: Basic. 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.

Designated as Approved Courseware for the Microsoft Certified Application Specialist program, this course will help students prepare for the Access 2007 exam (77-605). For comprehensive certification training, students should complete Access 2007: Basic, Intermediate, and Advanced.

### Course Outline

#### **Course Introduction**

2m

Course Introduction

#### **Unit 01 - Relational Databases**

37m

##### **Topic A: Database Normalization**

Normalization

Steps to Normalize

Demo A-1: Using the Table Analyzer

Demo A-2: Identifying Object Dependencies

##### **Topic B: Relating Tables**

Establishing Relationships

Relationships Window

Demo B-1: Establishing a One-to-One Table Relationship

One-to-Many Relationship

Demo B-2: Establishing a One-to-Many Table Relationship

Junction Tables

Many-to-Many with Junction

Demo B-3: Establishing a Many-to-Many Table Relationship

Printing Table Relationships

Demo B-4: Printing Table Relationships

##### **Topic C: Implementing Referential Integrity**

Referential Integrity

Orphan Records

Demo C-1: Working with Orphan Records

Cascading Deletes

Demo C-2: Setting Cascading Deletes

Test Cascading Deletes

Demo C-3: Testing Cascading Deletes

Cascading Updates

Demo C-4: Using Cascading Updates

Unit 01 Review

## **Unit 02 - Working with Related Tables**

22m

### **Topic A: Lookup Fields**

Lookup Field

Creating a Lookup Field

Demo A-1: Creating a Lookup Field

Multivalued Fields

A Multivalued Lookup Column

Demo A-2: Creating a Multivalued Lookup Field

### **Topic B: Modifying Lookup Fields**

Display Column Headings

Demo B-1: Modifying Lookup Field Properties

Types of Controls

Using a Value List Combo Box

B-2: Changing a Text Box to a Combo Box

### **Topic C: Subdatasheets**

A Subdatasheet

Inserting a Subdatasheet

Demo C-1: Using a Subdatasheet

Unit 02 Review

## **Unit 03 - Complex Queries**

34m

### **Topic A: Joining Tables in Queries**

Joins

Query Wizard

Creating a Query

Demo A-1: Creating a Query Using the Simple Query Wizard

Creating Joins in Design View

Demo A-2: Creating a Join in Design View

Creating Outer Joins

Demo A-3: Creating an Outer Join

Join by Using an Intermediate Table

Demo A-4: Creating a Join with an Intermediate Table

Creating a Self-Join Query

Demo A-5: Creating a Self-Join Query

Creating a Find Unmatched Query

Demo A-6: Finding Records that Do Not Match Between Tables

Find Duplicates Query Wizard

Demo A-7: Finding Duplicate Records

Demo A-8: Deleting Tables from a Query

### **Topic B: Calculated Fields**

Calculated Fields Syntax

Creating Calculated Fields

Demo B-1: Creating a Calculated Field

Modifying Formats

Demo B-2: Modifying the Format of a Displayed Value

Expression Builder Dialog Box

Specifying Criteria

Demo B-3: Using the Expression Builder

### **Topic C: Summarizing and Grouping Values**

Using Summary Functions in Quotes

Concatenation

Demo C-1: Using Queries to Concatenate Values

Unit 03 Review

## **Unit 04 - Advanced Form Design**

32m

### **Topic A: Adding Unbound Controls**

Unbound Controls

Drawing a Rectangle

Demo A-1: Drawing a Rectangle Around a Control

Change Tab Order

Demo A-2: Changing Tab Order

Create a Grouped Control

Demo A-3: Grouping Controls

### **Topic B: Adding Graphics**

Add a Graphic to a Form

Demo B-1: Adding a Graphic to a Form

Use Unbound Object Frame

Demo B-2: Embedding a Graphic in an Unbound Object Frame

### **Topic C: Adding Calculated Values**

Bind a Control to a Calculated Field

Demo C-1: Binding a Control to a Calculated Field

Create a Calculated Control

Align Controls in a Form

Demo C-2: Creating a Calculated Control

### **Topic D: Adding Combo Boxes**

Add a Combo Box to a Form

Demo D-1: Adding a Combo Box to a Form

Modify Combo Box Properties

### **Topic E: Creating Advanced Form Types**

Create a Multiple Item Form

Demo E-1: Creating a Multiple Item Form

Split Form

Demo E-2: Creating a Datasheet Form

Datasheet Form

A Form and a Subform

Demo E-3: Creating a Subform

Unit 04 Review

## **Unit 05 - Reports and Printing**

36m

### **Topic A: Customized Headers and Footers**

Report Header

Add a Report Header

Demo A-1: Adding a Report Header

Report Footer

Demo A-2: Adding a Report Footer

Conditional Formatting Dialog Box

Demo A-3: Applying Conditional Formatting  
Set the Keep Together Property  
Demo A-4: Keeping Parts of a Report on the Same Page  
Group, Sort, and Total Pane  
Demo A-5: Adding Controls to Group Folders  
Force a New Page  
Demo A-6: Forcing a New Page  
**Topic B: Adding Calculated Values**  
The DateDiff Function  
Using the DateDiff Function  
Demo B-1: Working with the DateDiff Function  
The IIf Function  
Demo B-2: Using the IIf Function  
**Topic C: Printing**  
Printing a Database Object  
Printing with the Database Documenter  
Demo C-1: Printing a Database Document  
**Topic D: Labels**  
Using the Label Wizard  
Labels in Print Preview  
Demo D-1: Creating Labels  
Unit 05 Review

## **Unit 06 – Charts**

16m

### **Topic A: Charts in Forms**

Charts in Forms  
Chart Types  
Demo A-1: Creating a Chart in a Form  
Titling the X and Y Axes  
Demo A-2: Modifying a Chart in a Form

### **Topic B: Charts in Reports**

Charts in Reports  
Demo B-1: Adding a Chart to a Report  
Format a Chart Item  
Chart Type Dialog Box  
Demo B-2: Modifying a Chart in a Report  
Unit 06 Review

## **Unit 07 - PivotTables and PivotCharts**

26m

### **Topic A: PivotTables**

PivotTable View  
Drop Areas  
Demo A-1: Examining the PivotTable View  
Add Fields to a PivotTable  
Demo A-2 Adding Fields to a PivotTable

### **Topic B: Modifying PivotTables**

Summarize Data  
Demo B-1: Creating Totals

Move Fields in a PivotTable

Demo B-2: Moving Fields in a PivotTable

Show and Hide Details

Demo B-3: Showing and Hiding Details in a PivotTable

Change Field Settings

Demo B-4: Formatting Fields

**Topic C: PivotCharts**

PivotChart Field Mapping

Sample PivotChart

Demo C-1: Creating a PivotChart

**Topic D: PivotTable Forms**

Create a PivotTable Form

Demo D-1: Creating a PivotTable Form

Unit 07 Review

**Total Duration: 3h 25m**