



# Microsoft Access 2007 Level 2

## COURSE OUTLINE

<p><b>Course Duration:</b></p> <p>1 Day</p> <p><b>Prerequisites:</b></p> <p>Project 2003: Basic or equivalent experience</p> <p><b>Course Overview:</b></p> <p><b>After completing this course, students will know how to:</b></p> <p>Normalize tables, analyze tables and view object dependencies, set table relationships, implement referential integrity between related tables, and set cascading deletes and updates.</p> <p>Create a lookup field and a multivalued field, modify lookup field properties, and use a subdatasheet to add data to related tables.</p> <p>Create join queries, create calculated fields in a query, and use queries to view summarized and grouped data.</p> <p>Add unbound controls, graphics, and calculated fields to a form; create multiple item forms, split forms, datasheet forms, and subforms.</p> <p>Add headers and footers in a report, use functions to add calculated values in a report, print table objects and database documents, and create labels.</p> <p>Create and modify charts in forms and reports.</p> <p>Create a PivotTable, modify a PivotTable, and create a PivotChart and a PivotTable form.</p>	<p><b>Outline:</b></p> <p><b>Relational databases</b></p> <p>Database normalization</p> <p>Relating tables</p> <p>Implementing referential integrity</p> <p><b>Related tables</b></p> <p>Lookup fields</p> <p>Modifying lookup fields</p> <p>Subdatasheets</p> <p><b>Complex queries</b></p> <p>Joining tables in queries</p> <p>Calculated fields</p> <p>Summarizing and grouping values</p> <p><b>Advanced form design</b></p> <p>Adding unbound controls</p> <p>Adding Graphics</p> <p>Adding calculated values</p> <p>Adding combo boxes</p> <p>Advanced form types</p>	<p><b>Reports and printing</b></p> <p>Customized headers and footers</p> <p>Adding calculated values</p> <p>Printing</p> <p>Labels</p> <p><b>Charts</b></p> <p>Charts in forms</p> <p>Charts in reports</p> <p><b>PivotTables and PivotCharts</b></p> <p>PivotTables</p> <p>Modifying PivotTables</p> <p>PivotCharts</p> <p>PivotTable forms</p>
---	---	--