

Microsoft® Office Access® 2007 Level 3

Course Specifications

Course number: 084889

Software: Microsoft® Office Access® 2007

Course length: 1.0 day(s)

Certification: Microsoft Office Specialist: Microsoft® Access® 2007

Course Description

Your prior training in and use of Microsoft® Office Access® 2007 has provided you with a solid foundation in the basic and intermediate skills for working in Microsoft® Office Access®[®]™ 2007. You have worked with the various Access® objects, such as tables, queries, forms, and reports. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Access® by structuring existing data, writing advanced queries, working with macros, enhancing forms and reports, and maintaining a database.

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 also by performing database maintenance.

Target Student: The Level 3 course is for the individual whose job responsibilities include working with related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance. It is also designed as one in a series of courses for students pursuing the Microsoft® Office Specialist Certification for Microsoft® Office Access®2007, and it is a prerequisite to take more advanced courses in Microsoft® Office Access® 2007.

Prerequisites: Microsoft® Office Access® 2007: Level 1 and Level 2 or equivalent knowledge.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Certification

Microsoft® Access® 2007: Level 3 is one of a series of Element K courseware titles that addresses Microsoft Office Specialist skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Office Specialist certification.

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 Access® macros.
- Display data more effectively in a form.
- Customize reports by using various Access® features, thus making them more effective.
- Maintain your database using tools provided by Access®.



For Training Information, call 1-877-TRY-BLE1
(1-877-879-2531)

Course Content

Lesson 1: Structuring Existing Data

Topic 1A: Analyze Tables
Topic 1B: Create a Junction Table
Topic 1C: Improve the 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

Appendix A: Microsoft Office Specialist Program