

Microsoft® Office Access 2007: Level 1

Access 2007 Training Class Content

Lesson 1: Exploring the Microsoft® Office Access™ 2007 Environment

- 1A: Examine Database Concepts
- 1B: Explore the User Interface
- 1C: Use an Existing Access Database
- 1D: Customize the Access Environment
- 1E: Obtain Help

Lesson 2: Designing a Database

- 2A: Describe the Relational Database Design Process
- 2B: Define Database Purpose
- 2C: Review Existing Data
- 2D: Determine Fields
- 2E: Group Fields into Tables
- 2F: Normalize Data
- 2G: Designate Primary and Foreign Keys
- 2H: Determine Table Relationships

Lesson 3: Building a Database

- 3A: Create a New Database
- 3B: Create a Table
- 3C: Manage Tables
- 3D: Create a Table Relationship
- 3E: Save a Database as a Previous Version

Lesson 4: Managing Data in a Table

- 4A: Modify Table Data
- 4B: Sort Records
- 4C: Work with Sub-datasheets

Lesson 5: Querying a Database

- 5A: Filter Records
- 5B: Create a Query
- 5C: Add Criteria to a Query
- 5D: Add a Calculated Field to a Query
- 5E: Perform Calculations on a Record Grouping

Lesson 6: Designing Forms

- 6A: View Data Using an Access Form
- 6B: Create a Form
- 6C: Modify the Design of a Form

Lesson 7: Generating Reports

- 7A: View an Access Report
- 7B: Create a Report
- 7C: Add a Custom Calculated Field to a Report
- 7D: Format the Controls in a Report
- 7E: Apply an AutoFormat Style to a Report
- 7F: Prepare a Report for Print

Microsoft® Office Access 2007: Level 2

Access 2007 Training Class Content

Lesson 1: Controlling Data Entry

- 1A: Restrict Data Entry Using Field Properties
- 1B: Establish a Pattern for Entering Field Values
- 1C: Create a List of Values for a Field

Lesson 2: Joining Tables

- 2A: Create Query Joins
- 2B: Join Unrelated Tables
- 2C: Relate Data Within a Table

Lesson 3: Creating Flexible Queries

- 3A: Set Select Query Properties
- 3B: Create Parameter Queries
- 3C: Create Action Queries

Lesson 4: Improving Forms

- 4A: Design a Form Layout
- 4B: Enhance the Appearance of a Form
- 4C: Restrict Data Entry in Forms
- 4D: Add a Command Button to a Form
- 4E: Create a Subform

Lesson 5: Customizing Reports

- 5A: Organize Report Information
- 5B: Format the Report
- 5C: Set Report Control Properties
- 5D: Control Report Pagination
- 5E: Summarize Report Information
- 5F: Add a Subreport to an Existing Report
- 5G: Create a Mailing Label Report

Lesson 6: Sharing Data Across Applications

- 6A: Import Data into Access
- 6B: Export Data
- 6C: Analyze Access Data in Excel
- 6D: Export Data to a Text File
- 6E: Merge Access Data with a Word Document

Microsoft® Office Access 2007: Level 3

Access 2007 Training Class Content

Lesson 1: Structuring Existing Data

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

Lesson 2: Writing Advanced Queries

- 2A: Create Subqueries
- 2B: Create Unmatched and Duplicate Queries
- 2C: Group and Summarize Records Using Criteria
- 2D: Summarize Data Using a Crosstab Query
- 2E: Create a PivotTable and a PivotChart

Lesson 3: Simplifying Tasks with Macros

- 3A: Create a Macro
- 3B: Attach a Macro
- 3C: Restrict Records Using a Condition
- 3D: Validate Data Using a Macro
- 3E: Automate Data Entry Using a Macro

Lesson 4: Making Effective Use of Forms

- 4A: Display a Calendar on a Form
- 4B: Organize Information with Tab Pages
- 4C: Display a Summary of Data in a Form

Lesson 5: Making Reports More Effective

- 5A: Include a Chart in a Report
- 5B: Print Data in Columns
- 5C: Cancel Printing of a Blank Report
- 5D: Create a Report Snapshot

Lesson 6: Maintaining an Access Database

- 6A: Link Tables to External Data Sources
- 6B: Manage a Database
- 6C: Determine Object Dependency
- 6D: Document a Database
- 6E: Analyze the Performance of a Database

Microsoft® Office Access 2007: Level 4

Access 2007 Training Class Content

Lesson 1: Integrating Access into Your Business

- 1A: Import XML Data into an Access Database
- 1B: Export Access Data to XML Format
- 1C: Export Data to the Outlook Address Book
- 1D: Collect Data Through Email Messages

Lesson 2: Automating a Business Process with VBA

- 2A: Create a Standard Module
- 2B: Develop Code
- 2C: Call a Procedure from a Form
- 2D: Run the Procedure

Lesson 3: Managing Switchboards

- 3A: Create a Database Switchboard
- 3B: Modify a Database Switchboard
- 3C: Set the Startup Options

Lesson 4: Distributing and Securing Databases

- 4A: Split a Database
- 4B: Implement Security
- 4C: Set Passwords
- 4D: Convert an Access Database to an ACCDE File
- 4E: Digital Signature Overview

Lesson 5: Sharing Databases Using a SharePoint Site

- 5A: Export a Table to a SharePoint List
- 5B: Import Data from a SharePoint List
- 5C: Publish a Database to a SharePoint Site
- 5D: Move a Database to a SharePoint Site
- 5E: Work Offline