



Course Title: Microsoft Access 2007- Basic

Duration: 12 hours

Getting started

Topic A: Database concepts

A-1: Identifying database components

A-2: Identifying the advantages of relational databases

Topic B: Exploring the Access environment

B-1: Starting Access and examining the Access window

B-2: Opening a database

B-3: Using the Navigation Pane

B-4: Examining a database table

Topic C: Getting help

C-1: Using Help

Databases and tables

Topic A: Planning and designing databases

A-1: Planning a database

A-2: Creating a database from a template

A-3: Creating a blank database

Topic B: Exploring tables

B-1: Discussing views

B-2: Examining a table in Datasheet view

B-3: Navigating in a table in Datasheet view

B-4: Examining a table in Design view

Topic C: Creating tables

C-1: Creating a table by using the table templates

C-3: Creating a table in Design view

C-3: Adding fields and descriptions to a table

C-4: Setting the primary key

C-4: Saving the table

C-6: Adding a record

C-7: Copying, modifying, and deleting a table

C-5: Creating a composite key

Fields and records

Topic A: Changing the design of a table

A-1: Modifying field names

A-2: Deleting and inserting fields

A-3: Moving a field

A-4: Using the Attachment data type

A-5: Adding a total row

Topic B: Finding and editing records

B-1: Finding and replacing a value

B-2: Undoing changes



Topic C: Organizing records

- C-1: Sorting records by a single field
- C-2: Sorting records by multiple fields
- C-3: Using Filter By Selection
- C-4: Using Filter By Form
- C-5: Using Filter Excluding Selection
- C-6: Using Advanced Filter/Sort
- C-7: Deleting a record

Data entry rules

Topic A: Setting field properties

- A-1: Setting the Required property
- A-2: Using the Allow Zero Length property
- A-3: Setting the Field Size property
- A-4: Setting the Append Only property

Topic B: Working with input masks

- B-1: Creating an input mask
- B-2: Working with the Input Mask Wizard

Topic C: Setting validation rules

- C-1: Creating validation rules
- C-2: Setting validation text

Basic queries

Topic A: Creating and using queries

- A-1: Planning a query
- A-2: Using the Query Wizard
- A-3: Creating a query in Design view
- A-4: Saving and running the query
- A-5: Sorting query results
- A-6: Filtering a query by adding criteria
- A-7: Creating a query from a filter

Topic B: Modifying query results and queries

- B-1: Editing query results
- B-2: Adding fields to a query
- B-3: Finding records with empty fields

Topic C: Performing operations in queries

- C-1: Using comparison operators
- C-2: Using the OR condition
- C-3: Using the AND condition
- C-4: Using the * wildcard
- C-5: Using calculations in a query
- C-6: Totaling a group of records
- C-7: Using the Avg and Count functions
- C-8: Using the Min and Max functions

Using forms

Topic A: Creating forms

- A-1: Examining a form
- A-2: Creating a basic form
- A-3: Creating a form using the Form Wizard



Topic B: Using Design view

- B-1:** Creating a form in Design view
- B-2:** Adding controls
- B-3:** Modifying properties
- B-4:** Applying conditional formatting

Topic C: Sorting and filtering records

- C-1:** Using a form to sort records
- C-2:** Using a form to filter records

Working with reports

Topic A: Reports

- A-1:** Examining a report
- A-2:** Creating a basic report
- A-3:** Creating a report using the Report Wizard
- A-4:** Creating a report using Design view

Topic B: Modifying and printing reports

- B-1:** Modifying a report in Design view
- B-2:** Modifying a report in Layout view
- B-3:** Grouping, sorting, and filtering a report
- B-4:** Adding summary fields using the Report Wizard
- B-5:** Modifying the layout and style of a report
- B-6:** Printing a report



Course Title: Microsoft Access 2007- Intermediate

Duration: 12 hours

Relational databases

Topic D: Database normalization

- A-1:** Discussing the first normal form
- A-2:** Discussing the second and third normal forms
- A-3:** Using the Table Analyzer
- A-4:** Identifying object dependencies

Topic E: Relating tables

- B-1:** Establishing a one-to-one table relationship
- B-2:** Establishing a one-to-many table relationship
- B-3:** Establishing a many-to-many table relationship
- B-4:** Printing table relationships

Topic F: Implementing referential integrity

- C-1:** Planning table relationships
- C-2:** Working with orphan records
- C-3:** Setting cascading deletes
- C-4:** Testing cascading deletes
- C-5:** Using cascading updates

Related tables

Topic G: Lookup fields

- A-1:** Creating a lookup field
- A-2:** Creating a multivalued lookup field

Topic H: Modifying lookup fields

- B-1:** Modifying lookup field properties
- B-2:** Changing a text box to a combo box

Topic I: Subdatasheets

- C-1:** Using a subdatasheet

Complex queries

Topic J: Joining tables in queries

- A-1:** Creating a query using the Simple Query Wizard
- A-2:** Creating a join in Design view
- A-3:** Creating an outer join
- A-4:** Creating a join with an intermediate table
- A-5:** Creating a self-join query
- A-6:** Finding records that do not match between tables
- A-7:** Finding duplicate records
- A-8:** Deleting tables from a query

Topic K: Calculated fields

- B-1:** Creating a calculated field
- B-2:** Modifying the format of a displayed value
- B-3:** Using the Expression Builder

Topic L: Summarizing and grouping values

- C-1:** Creating a query to display summary values
- C-2:** Using queries to concatenate values



Advanced form design

- Topic A:** Adding unbound controls
 - A-1:** Drawing a rectangle around a control
 - A-2:** Changing tab order
 - A-3:** Grouping controls
- Topic B:** Adding graphics
 - B-1:** Adding a graphic to a form
 - B-2:** Embedding a graphic in an unbound object frame
- Topic C:** Adding calculated values
 - C-1:** Binding a control to a calculated field
 - C-2:** Creating a calculated control
- Topic D:** Adding combo boxes
 - D-1:** Adding a combo box to a form
 - D-2:** Modifying the properties of a combo box
- Topic E:** Advanced form types
 - E-1:** Creating a multiple item form
 - E-2:** Creating a split form
 - E-3:** Creating a datasheet form
 - E-4:** Creating a subform

Reports and printing

- Topic A:** Customized headers and footers
 - A-1:** Adding a report header
 - A-2:** Adding a report footer
 - A-3:** Applying conditional formatting
 - A-4:** Keeping parts of a report on the same page
 - A-5:** Adding controls to group footers
 - A-6:** Forcing a new page
- Topic B:** Adding calculated values
 - B-1:** Working with the DateDiff function
 - B-2:** Using the If function
- Topic C:** Printing
 - C-1:** Printing a table
 - C-2:** Printing a database document
- Topic D:** Labels
 - D-1:** Creating labels

Charts

- Topic A:** Charts in forms
 - A-1:** Creating a chart in a form
 - A-2:** Modifying a chart in a form
- Topic B:** Charts in reports
 - B-1:** Adding a chart to a report
 - B-2:** Modifying a chart in a report



PivotTables and PivotCharts

Topic A: PivotTables

A-1: Examining PivotTable view

A-2: Adding fields to a PivotTable

Topic B: Modifying PivotTables

B-1: Creating totals

B-2: Moving fields in a PivotTable

B-3: Showing and hiding details in a PivotTable

B-4: Formatting fields

Topic C: PivotCharts

C-1: Creating a PivotChart

Topic D: PivotTable forms

D-1: Creating a PivotTable form