



Microsoft Office Access 2007: Level 1 (1 day)

Lesson 1: Exploring the Microsoft Office Access 2007 Environment

- Examine Database Concepts
- Explore the User Interface
- Use an Existing Access Database
- Customize the Access Environment
- Obtain Help

Lesson 2: Designing a Database

- Describe the Relational Database Design Process
- Define Database Purpose
- Review Existing Data
- Determine Fields
- Group Fields into Tables
- Normalize Data
- Designate Primary and Foreign Keys
- Determine Table Relationships

Lesson 3: Building a Database

- Create a New Database
- Create a Table
- Manage Tables
- Create a Table Relationship
- Save a Database as a Previous Version

Lesson 4: Managing Data in a Table

- Modify Table Data
- Sort Records
- Work with Subdatasheets

Lesson 5: Querying a Database

- Filter Records
- Create a Query
- Add Criteria to a Query
- Add a Calculated Field to a Query
- Perform Calculations on a Record Grouping

Lesson 6: Designing Forms

- View Data Using an Access Form
- Create a Form
- Modify the Design of a Form

Lesson 7: Generating Reports

- View an Access Report
- Create a Report
- Add a Custom Calculated Field to a Report
- Format the Controls in a Report
- Apply an AutoFormat Style to a Report
- Prepare a Report for Print

Microsoft Office Access 2007: Level 2 (1 day)

Lesson 1: Controlling Data Entry

- Restrict Data Entry Using Field Properties
- Establish a Pattern for Entering Field Values
- Create a List of Values for a Field

Lesson 2: Joining Tables

- Create Query Joins
- Join Unrelated Tables
- Relate Data Within a Table

Lesson 3: Creating Flexible Queries

- Set Select Query Properties
- Create Parameter Queries
- Create Action Queries

Lesson 4: Improving Forms

- Design a Form Layout
- Enhance the Appearance of a Form
- Restrict Data Entry in Forms
- Add a Command Button to a Form
- Create a Subform

Lesson 5: Customizing Reports

- Organize Report Information
- Format the Report
- Set Report Control Properties
- Control Report Pagination
- Summarize Report Information
- Add a Subreport to an Existing Report
- Create a Mailing Label Report

Lesson 6: Sharing Data Across Applications

- Import Data into Access
- Export Data
- Analyze Access Data in Excel
- Export Data to a Text File
- Merge Access Data with a Word Document



Microsoft Office Access 2007: Level 3 (1 day)

Lesson 1: Structuring Existing Data

Analyze Tables
Create a Junction Table
Improve Table Structure

Lesson 2: Writing Advanced Queries

Create Subqueries
Create Unmatched and Duplicate Queries
Group and Summarize Records Using Criteria
Summarize Data Using a Crosstab Query
Create a PivotTable and a PivotChart

Lesson 3: Simplifying Tasks with Macros

Create a Macro
Attach a Macro
Restrict Records Using a Condition
Validate Data Using a Macro
Automate Data Entry Using a Macro

Lesson 4: Making Effective Use of Forms

Display a Calendar on a Form
Organize Information with Tab Pages
Display a Summary of Data in a Form

Lesson 5: Making Reports More Effective

Include a Chart in a Report
Print Data in Columns
Cancel Printing of a Blank Report
Create a Report Snapshot

Lesson 6: Maintaining an Access Database

Link Tables to External Data Sources
Manage a Database
Determine Object Dependency
Document a Database
Analyze the Performance of a Database

Microsoft Office Access 2007: Level 4 (1 day)

Lesson 1: Integrating Access into Your Business

Import XML Data into an Access Database
Export Access Data to XML Format
Export Data to the Outlook Address Book
Collect Data Through Email Messages

Lesson 2: Automating a Business Process with VBA

Create a Standard Module
Develop Code
Call a Procedure from a Form
Run the Procedure

Lesson 3: Managing Switchboards

Create a Database Switchboard
Modify a Database Switchboard
Set the Startup Options

Lesson 4: Distributing and Securing Databases

Split a Database
Implement Security
Set Passwords
Convert an Access Database to an ACCDE File
Package a Database with a Digital Signature

Lesson 5: Sharing Databases Using a SharePoint Site

Export a Table to a SharePoint List
Import Data from a SharePoint List
Publish a Database to a SharePoint Site
Move a Database to a SharePoint Site
Work Offline