

Access 2007 Intermediate

Description: Students will learn how to normalize data; work with Lookup fields and subdatasheets; create join queries; add objects to forms, print reports and labels; create charts; and use PivotTables and PivotCharts.

Days: 1

Prerequisites: Access 2007 Basic or equivalent experience.

Unit 1: Relational databases

Topic A: Database normalization

- Discussing the first normal form
- Discussing the second and third normal forms
- Using the Table Analyzer
- Identifying object dependencies

Topic B: Relating tables

- Establishing a one-to-one table relationship
- Establishing a one-to-many table relationship
- Establishing a many-to-many table relationship
- Printing table relationships

Topic C: Implementing referential integrity

- Planning table relationships
- Working with orphan records
- Setting cascading deletes
- Testing cascading deletes
- Using cascading updates

Unit 2: Related tables

Topic A: Lookup fields

- Creating a lookup field
- Creating a multivalued lookup field

Topic B: Modifying lookup fields

- Modifying lookup field properties
- Changing a text box to a combo box

Topic C: Subdatasheets

- Using a subdatasheet

Unit 3: Complex queries

Topic A: Joining tables in queries

- Creating a query using the Simple Query Wizard
- Creating a join in Design view
- Creating an outer join
- Creating a join with an intermediate table
- Creating a self-join query
- Finding records that do not match between tables
 - Finding duplicate records
- Deleting tables from a query

Topic B: Calculated fields

- Creating a calculated field
- Modifying the format of a displayed value

- Using the Expression Builder

Topic C: Summarizing and grouping values

- Creating a query to display summary values
- Using queries to concatenate values

Unit 4: Advanced form design

Topic A: Adding unbound controls

- Drawing a rectangle around a control
- Changing tab order
- Grouping controls

Topic B: Adding Graphics

- Adding a graphic to a form
- Embedding a graphic in an unbound object frame

Topic C: Adding calculated values

- Binding a control to a calculated field
- Creating a calculated control

Topic D: Adding combo boxes

- Adding a combo box to a form
- Modifying the properties of a combo box

Topic E: Advanced form types

- Creating a multiple item form
- Creating a split form
- Creating a datasheet form
- Creating a subform

Unit 5: Reports and printing

Topic A: Customized headers and footers

- Adding a report header
- Adding a report footer
- Applying conditional formatting
- Keeping parts of a report on the same page
- Adding controls to group footers
- Forcing a new page

Topic B: Adding calculated values

- Working with the DateDiff function
- Using the If function

Topic C: Printing

- Printing a table
- Printing a database document

Topic D: Labels

- Creating labels

Unit 6: Charts

Topic A: Charts in forms

- Creating a chart in a form
- Modifying a chart in a form

Topic B: Charts in reports

- Adding a chart to a report
- Modifying a chart in a report

Unit 7: PivotTables and PivotCharts

Topic A: PivotTables

- Examining PivotTable view
- Adding fields to a PivotTable

Topic B: Modifying PivotTables

- Creating totals
- Moving fields in a PivotTable
- Showing and hiding details in a PivotTable
- Formatting fields

Topic C: PivotCharts

- Creating a PivotChart

Topic D: PivotTable forms

- Creating a PivotTable form

Upcoming Classes

Jun 19, 2012

Jul 23, 2012

Aug 15, 2012

Sep 18, 2012

Oct 23, 2012

Nov 20, 2012

Dec 04, 2012