

Level 2 – Building Productivity

Microsoft® Office **Access** 2007

Courseware #: 6267

Exam 77-605

Course Description

Microsoft® Office Access 2007 – Level 2 teaches students how to use some advanced commands to work with forms, reports, designing tables, manipulating queries, as well as using subforms or subreports. It is designed for computer users who are familiar with Access and now want to explore some of the intermediate to advanced skill sets.

Students who complete this course can be on their way to preparing for a Microsoft Certified Application Specialist exam. By completing the other levels available for this application students will have reviewed all of the exam objectives.

Course Length

The Microsoft Business Certification Series can adapt to meet various course length requirements. There are two types of exercises in this book: Learn the Skill and Practice the Skill (refer to the Conventions and Graphics section to identify the different icons used for each type).

For the shortest course lengths, students can perform just the Learn the Skill exercises.

For longer course lengths, students can complete both the Learn the Skill and Practice the Skill exercises.

Instructors should refer to the Instructor Resources for this book to learn more about how the material can be adapted.

Course Prerequisites

This course is a continuation of the *Microsoft Office Access 2007 – Level 1* courseware, in which you were introduced to the basic concepts and skills for creating and manipulating simple databases.

Students who wish to become proficient using the intermediate to advanced features of *Microsoft Office Access 2007* will benefit from taking this course.

Microsoft® Office Access 2007 – Level 2

Course Objectives

After completing this course, you will be able to:

- ↻ create one-to-one, one-to-many and many-to-many relationships
 - ↻ use the table analyzer
 - ↻ perform maintenance on databases
 - ↻ identify object dependencies
 - ↻ open a database exclusively or with shared access
 - ↻ use the Database Documenter
 - ↻ create a form using the Form tool or the Form wizard
 - ↻ create a form in design or layout view
 - ↻ add, move, resize, delete, formatting, space, anchor or group controls
 - ↻ creating datasheet forms, multiple item forms, split forms, and PivotTable forms
 - ↻ create a report using the Report Tool and Report Wizard
 - ↻ modify a report in design or layout view
 - ↻ print and preview forms and reports
 - ↻ create mailing labels
 - ↻ use input masks, validation rules, or indexed fields
 - ↻ use the lookup wizard or create lookup fields manually
 - ↻ work with query joins
 - ↻ create parameter, unique, unmatched and duplicate select queries
 - ↻ create summary, action, and sub queries
 - ↻ use embedded macros in forms or reports
 - ↻ create and modify charts
 - ↻ create a subform or subreport using the wizard or the subform/subreport tool
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Microsoft® Office Access 2007 – Level 2

Course Outline

About This Courseware

Courseware Description
Course Design
Course Objectives
Conventions and Graphics

Lesson 1: Working with Forms

Lesson Objectives
What is a Form?
Creating a Form
Using Forms
Creating and Modifying a Form in Layout View
Creating and Modifying a Form in Design View
Creating Datasheet Forms
Creating Multiple Items Forms
Creating Split Forms
Creating PivotTable Forms
Lesson Summary
Review Questions

Lesson 2: Working with Reports

Lesson Objectives
What is a Report?
Creating a Report using the Report Tool
Creating a Report using the Report Wizard
Creating and Modifying Reports in Layout View
Creating and Modifying Reports in Design View
Print Preview and Print Reports
Exporting as PDF or XPS Format
Creating Mailing Labels
Lesson Summary
Review Questions

Lesson 3: Advanced Table Design

Lesson Objectives
Advanced Field Properties
Using Lookup Fields
Linking Tables
Lesson Summary
Review Questions

Lesson 4: Advanced Queries

Lesson Objectives
Select Queries from Multiple Tables
Adding and Removing Tables from Queries
Inner and Outer Joins
Specialized Select Queries
Summary Queries
Action Queries
Create Subqueries
Queries from Filters
Lesson Summary
Review Questions

Lesson 5: Advanced Forms and Reports

Lesson Objectives
Features of Forms and Reports
Lesson Summary
Review Questions

Lesson 6: Customizing Forms and Reports

Lesson Objectives
Working with Properties
Using Unbound and Bound Controls
Applying Images
Using List Boxes and Combo Boxes
Using Check Boxes
Using Option Groups
Lesson Summary
Review Questions

Lesson 7: Using Subforms and Subreports

Lesson Objectives
Creating Subforms and Subreports
Exporting to HTML
Lesson Summary
Review Questions

Appendices

Appendix A: Prerequisites
Appendix B: Answers to Review Questions
Appendix C: Courseware Mapping
Appendix D: Glossary of Terms
Appendix E: Index
