

## Access 2007 Level 2



### Course Description

You have the basic skills needed to work with Microsoft® Office Access™ 2007 databases, including creating and working with Access tables, relationships, queries, forms, and reports. But so far, you have been focusing only on essential database user skills. In this course, you will consider how to maintain data consistency, how to customize database components, and how to share Access data with other applications.

**Course Objective:** You will maintain data consistency and integrity; improve queries, forms, and reports; and also integrate Microsoft® Office Access™ 2007 with other applications.

**Target Student:** Microsoft Office Access 2007: Level 2 is designed for students who would like to learn intermediate-level operations of the Microsoft Office Access program. The Level 2 course is for individuals whose job responsibilities include maintaining data integrity; handling complex queries, forms, and reports; and sharing data between Access and other applications. This course is also a prerequisite to taking more advanced courses in Access 2007. Individuals who want to pursue Microsoft Certified Application Specialist certification in Microsoft Office Access 2007 can also take this course.

**Prerequisites:** To ensure the successful completion of Microsoft Office Access 2007: Level 2, the completion of the Microsoft Office Access 2007: Level 1 course, or equivalent knowledge, is recommended.

### Course Content

#### Lesson 1: Controlling Data Entry

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

#### Lesson 2: Joining Tables

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

#### Lesson 3: Creating Flexible Queries

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

#### Lesson 4: Improving Forms

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

#### Lesson 5: Customizing Reports

- Topic 5A: Organize Report Information
- Topic 5B: Format the Report

Topic 5C: Set Report Control Properties  
Topic 5D: Control Report Pagination  
Topic 5E: Summarize Report Information  
Topic 5F: Add a Subreport to an Existing Report  
Topic 5G: Create a Mailing Label Report



**Lesson 6: Sharing Data Across Applications**

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