



Software Learning Centers

1645 S.E Port St. Lucie Blvd

Port St. Lucie, Florida 34952

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A Division of Moore Solutions inc

Microsoft® Office Access™ 2007: Level 2

Course Specifications

Course number: 084482

Software: Microsoft® Office Access™ 2007

Course length: 1.0 day(s)

Certification: Access 2007 MS Specialist

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.

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.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Certification

This course is one of a series of Element K courseware titles that addresses Microsoft Office Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Office Specialist certification.

Hardware Requirements

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For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware components:

- A 1 GHz Pentium-class processor or faster.
- Minimum 256 MB of RAM. Recommend 512 MB of RAM.
- A 10 GB hard disk or larger. You should have at least 1 GB of free hard disk space available for the Office installation.
- A CD-ROM drive.
- A mouse or other pointing device.
- 1024 x 768 resolution monitor recommended.
- Network cards and cabling for local network access.
- Internet access (contact your local network administrator).
- A printer (optional) or an installed printer driver. (Printers are not required; however, each PC must have an installed printer driver to use Print Preview.)
- A projection system to display the instructor's computer screen.

Platform Requirements

- Windows XP

Software Requirements

- Microsoft® Office Professional Edition 2007.
- Windows XP Professional with Service Pack 2.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- modify the design and field properties of a table to streamline data entry and maintain data integrity.
- retrieve data from tables using joins.
- create flexible queries to display specified records, allow for user-determined query criteria, and modify data using queries.
- enhance the capabilities of a form.
- customize reports to organize the displayed information and produce specific print layouts.
- share Access data across other applications.

Course Content

Lesson 1: Controlling Data Entry

Topic 1A: Restrict Data Entry Using Field Properties

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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

Appendix A: Microsoft Office Specialist Program

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