



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 3 (Second Edition)

Course Specifications

Course number: 084889

Software: Microsoft® Office Access™ 2007

Course length: 1.0 day(s)

Certification: Microsoft Office Specialist: Microsoft® Access™ 2007

Course Description

Your training in and use of Microsoft® Office Access™ 2007 has provided you with a solid foundation in the basic and intermediate skills for working in Microsoft® Office Access™ 2007. You have worked with the various Access objects, such as tables, queries, forms, and reports. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Access by structuring existing data, writing advanced queries, working with macros, enhancing forms and reports, and maintaining a database.

Course Objective: You will create complex Access databases by structuring existing data, writing advanced queries, working with macros, making effective use of forms and reports, and also by performing database maintenance.

Target Student: The Level 3 course is for the individual whose job responsibilities include working with related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance. It is also designed as one in a series of courses for students pursuing the Microsoft® Office Specialist Certification for Microsoft® Office Access™ 2007, and it is a prerequisite to take more advanced courses in Microsoft® Office Access™ 2007.

Prerequisites: To ensure the successful completion of Microsoft® Office Access 2007™: Level 3, the following Element K courses or equivalent knowledge are recommended for familiarity with: basic and intermediate features of Access tables, relationships, queries, forms, and reports, as well as:

- Microsoft® Office Access™ 2007: Level 1
- Microsoft® Office Access™ 2007: Level 2

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

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Certification

Microsoft® Access™ 2007: Level 3 is one of a series of Element K courseware titles that addresses Microsoft 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

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.
- A minimum of 256 MB of RAM, with 512 MB of RAM recommended.
- 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.
- A 1024 x 768 resolution monitor is 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
- Snapshot Viewer

Performance-Based Objectives

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

- restructure data into appropriate tables to ensure data dependency and minimize redundancy.
- write advanced queries to analyze and summarize data.

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- create and revise Access macros.
- display data more effectively in a form.
- customize reports by using various Access features, thus making them more effective.
- maintain your database using tools provided by Access.

Course Content

Lesson 1: Structuring Existing Data

Topic 1A: Analyze Tables

Topic 1B: Create a Junction Table

Topic 1C: Improve the Table Structure

Lesson 2: Writing Advanced Queries

Topic 2A: Create Subqueries

Topic 2B: Create Unmatched and Duplicate Queries

Topic 2C: Group and Summarize Records Using Criteria

Topic 2D: Summarize Data Using a Crosstab Query

Topic 2E: Create a PivotTable and a PivotChart

Lesson 3: Simplifying Tasks with Macros

Topic 3A: Create a Macro

Topic 3B: Attach a Macro

Topic 3C: Restrict Records Using a Condition

Topic 3D: Validate Data Using a Macro

Topic 3E: Automate Data Entry Using a Macro

Lesson 4: Making Effective Use of Forms

Topic 4A: Display a Calendar on a Form

Topic 4B: Organize Information with Tab Pages

Topic 4C: Display a Summary of Data in a Form

Lesson 5: Making Reports More Effective

Topic 5A: Include a Chart in a Report

Topic 5B: Print Data in Columns

Topic 5C: Cancel Printing of a Blank Report

Topic 5D: Create a Report Snapshot

Lesson 6: Maintaining an Access Database

Topic 6A: Link Tables to External Data Sources

Topic 6B: Manage a Database

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Topic 6C: Determine Object Dependency

Topic 6D: Document a Database

Topic 6E: Analyze the Performance of a Database

Appendix A: Microsoft Office Specialist Program

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