

Access 2007 Level 2 – Advanced Database Design

2-day course

Course Code: D172en

Who should attend? This course is intended for participants who are familiar with Microsoft Office Access 2007.

Prerequisites Microsoft Office Access 2007 Level 1 - Database Design

Course Objectives Upon completion of the course, participants will be able to accomplish the following:

- Overview of the databases that will be used during the course
 - Insert and delete text to edit a document, then print the document and select different views
 - Enhance tables by creating lookups
 - Create advanced forms by adding controls, subforms, calculations, and graphic images
 - Create advanced reports by adding controls, grouping, subforms, calculations, graphic images, and charts
 - Work with and create web-based objects
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Course Content

Database Overview

Database Overview

Enhancing Tables

Copying a Database Object; Lookup Fields; Creating a Lookup

Advanced Queries

Query Overview; The Query Wizard; Nested Queries; Query Joins; Make Table Queries; Append Queries; Summary Queries; Crosstab Queries

Advanced Forms

Form Design; Controls; Form Properties; Subforms; Advanced Calculations; Customizing Forms

Advanced Reports

Designing Reports; Sorting and Grouping; Layout Properties; Calculations; Subreports; Graphic Reports; Chart Wizard

Supplemental Topics: Working with Web Tools

Working with Web Pages; Hyperlinks
