

Microsoft Office

Access 2007 1-Day Intermediate Course

The topics listed below are included in a standard Microsoft Access 2007 1-Day Intermediate training course. On request, we will tailor client specific intermediate courses to meet your requirements, please contact us for further details.



COURSE OUTLINE

Access Database Terminology

- Primary Key
- Indexing Fields
- Referential Integrity
- Access Help

Tables

- Table design recap
- Relationships between tables
- Relationship window
- Add/hide tables in relationship window
- Relationship layout
- Create a relationship report
- Create simple joins
- Create referential integrity
- Join types
- Subdatasheets overview

Queries

- Multiple table queries
- Parameter queries
- Calculation in queries
- Functions in queries
- Grouped queries
- Query object properties

Forms

- Predesigned Forms
- Create a Form with a subform
- Form and subform design and layout
- Aligning and sizing form objects
- Adding lines and rectangles
- Tab Order
- Create a Switchboard (menu form)

Reports

- Mailing label reports
- Grouped reports - create
- Edit report design and layout

Shortcut Keys

Who Should Attend

Users of Access, who wish to further their knowledge, and who want to learn how to build on or design a basic Access database with confidence.

It is strongly recommended that delegates have a good basic knowledge of table design and field types before attending this course. For delegates who have no prior knowledge of table design, we would recommend attending our One Day Introduction course first.