

# Microsoft Access 2007

End-User Computer-Based Training



## Introduction to Access

- Defining Databases
- Understanding Access
- Using the Navigation Pane
- Understanding Tables
- Understanding Queries
- Understanding Forms
- Understanding Reports
- Using the Quick Access Toolbar
- Using the Office Button
- Using Basic Ribbons
- Exploring View Features

## Planning a Database

- Defining Relational Databases
- Exploring Design Rules
- Identifying Primary Keys
- Identifying Repeated Data
- Identifying Repeated Fields
- Placing Fields
- Planning the Database
- Using Naming Conventions

## Building Tables

- Using Database Templates
- Building a Blank Database
- Adding Tables
- Adding Fields
- Identifying Data Types
- Applying Primary Keys
- Assigning Field Properties
- Marking Fields Required
- Using Input Masks
- Formatting Date Fields
- Formatting Number Fields
- Using Help in Formatting
- Using Lists of Values
- Looking Up Values from Tables
- Using Data Validation

## Applying Table Relationships

- Defining One-to-Many Relationships
- Defining One-to-One Relationships
- Defining Many-to-Many Relationships
- Using the Relationships Window
- Establishing Relationships
- Enforcing Referential Integrity
- Cascading Updates and Deletes
- Editing Relationships
- Printing the Relationships Window

## Working with Data in Tables

- Navigating Records
- Adding a Record
- Editing a Record
- Sorting Records
- Using Data Entry Shortcuts
- Deleting Records
- Finding and Replacing Data
- Using Subdatasheets

## Filtering in Tables

- Filtering by Selection
- Filtering Excluding Selection
- Filtering Number Ranges
- Filtering Using Criteria
- Filtering Multiple Fields
- Filtering by Form

## Creating Select Queries

- Defining a Query
- Using the Query Wizard
- Examining Query Design
- Viewing Queries
- Switching to SQL View
- Creating a Query in Design View
- Adding Fields to a Query
- Adding Tables to a Query
- Sorting Fields
- Moving Fields
- Deleting Fields
- Hiding Fields
- Linking Tables in Queries
- Explaining Inner vs. Outer Joins
- Creating an Outer Join
- Using Cross-Tab Queries
- Using the Find Duplicates Wizard
- Finding Unmatched Records
- Viewing as a Pivot Table
- Working with Pivot Tables
- Viewing Pivot Charts

## Querying Criteria

- Adding a Selection Criterion
- Using Multiple Criteria
- Using Either/Or Criteria
- Using OR Criteria in the Same Field
- Adding Comparison Operators
- Using the IN Keyword
- Specifying NOT Criteria
- Using Wildcards
- Displaying the Top Number of Records
- Using Parameters in Queries

## Using Calculations in Queries

- Adding a Totals Row
- Grouping Records in Queries
- Using Formulas in Queries
- Formatting Query Fields
- Using the Expression Builder
- Using Formulas in Criteria
- Concatenating Formulas

## Implementing Action Queries

- Using Make-table Queries
- Creating Update Queries
- Appending Data with Queries
- Using Queries to Delete

## Creating Forms

- Creating Forms
- Using the Form Wizard
- Using the Form Layout View
- Using the Design View
- Adding a Logo
- Examining Form Properties
- Using a Form for Data Entry
- Controlling Form Layout
- Resizing Fields on a Form
- Moving Fields on a Form
- Aligning Fields on a Form
- Matching Fields Sizes
- Changing Form Labels
- Formatting Form Fields
- Using Conditional Formatting
- Creating a Form in Design View
- Adding an ActiveX Control
- Setting Dialog Form Properties
- AutoFormatting a Form

## Enhancing Forms

- Examining the Field List
- Adding a Field
- Setting a Record Source
- Understanding the Control Wizard
- Adding a Combo Box
- Adding a List Box
- Controlling Tab Order
- Using the Tab Control
- Customizing a Tab Control
- Adding a Close Button
- Adding an Option Group
- Adding a Search Box
- Adding a Subform
- Creating a Form with a Subform
- Adding a Calculated Field

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### Creating Reports

- Creating Reports Using AutoReport
- Creating Reports Using the Wizard
- Using the Report Layout View
- Using the Print Preview
- Understanding Report Design
- Creating Mailing Labels
- Resizing Fields in Reports
- Moving Fields in Reports
- Aligning Fields in Reports
- Formatting Fields in Reports
- Adding Fields in Reports
- Setting a Control Source
- Changing Sorting on Reports
- Using Multiple Groups
- Using Grouping Options
- Changing Grouping Options in Reports
- Using Page Setup Options
- Putting Reports into Columns
- Applying Unlinked Subreports
- Using Linked Subreports
- Adding a Chart to a Report
- Filtering a Report
- Printing a Report

### Integrating Data

- Exporting a Query
- Running a Saved Export
- Exporting a Report

### Default Courses

#### Access for Beginners

- Defining Databases
- Understanding Access
- Understanding Tables
- Understanding Queries
- Understanding Forms
- Understanding Reports
- Defining Relational Databases
- Navigating Records
- Adding a Record
- Editing a Record
- Using Data Entry Shortcuts
- Filtering by Selection
- Defining a Query
- Using the Query Wizard
- Creating Forms
- Using the Forms Wizard
- Using a Form for Data Entry
- Creating Reports Using AutoReport
- Creating Reports Using the Wizard
- Printing a Report

#### Intermediate Access Features

- Using Database Templates
- Building a Blank Database
- Applying Primary Keys

- Saving a Report Snapshot
- Importing Data
- Linking to External Data
- Performing a Mail Merge
- Exporting to XML
- Importing from XML
- Exporting to a Web Page
- Exporting Data to a SharePoint Site

### Using Macros

- Understanding Macros
- Understanding Events
- Examining Macro Design
- Planning a Macro
- Building a Macro
- Using a Conditional Macro
- Using Macros To Cancel Actions
- Understanding Macro Groups

### Working with Visual Basic

- Understanding VBA
- Comparing VBA and Macros
- Exploring the Code Window
- Planning VBA Code
- Building VBA Code
- Fixing VBA Code
- Commenting VBA Code

### Enhancing the Database

- Hiding the Navigation Pane
- Building a Switchboard

- Enhancing a Switchboard
- Using a Switchboard
- Setting a Startup Form
- Changing the Application Icon

### Maintaining Databases

- Documenting the Database
- Analyzing Database Performance
- Analyzing a Table
- Compacting the Database
- Backing Up a Database
- Understanding Database Format
- Creating ACCDE Files
- Setting a Database Password
- Splitting a Database
- Viewing Object Dependencies

### Looking at Business Cases

- Using AutoLookup Queries
- Resetting the Search Box
- Controlling Form Workflow
- Using Parameters on a Report
- Totalling Subform Data on a Main Form
- Using Proper Case

### Troubleshooting

- Troubleshooting Tables
- Troubleshooting Queries
- Troubleshooting Forms
- Troubleshooting Reports
- Troubleshooting Macros

- Using Input Masks
- Creating a Query in Design View
- Using Wildcards
- Using Parameters in Queries
- Adding a Totals Row
- Creating a Form in Design View
- Setting Dialog Form Properties
- Using Multiple Groups
- Using Grouping Options

#### Advanced Access Features

- Switching to SQL View
- Creating an Outer Join
- Using Make-table Queries
- Creating Update Queries
- Setting a Record Source
- Customizing a Tab Control
- Setting a Control Source
- Exporting to XML
- Building a Macro
- Using a Conditional Macro
- Using Macros to Cancel Actions
- Understanding VBA
- Exploring the Code Window
- Planning VBA Code
- Building VBA Code
- Hiding the Navigation Pane

- Setting a Startup Form
- Documenting the Database
- Splitting a Database
- Troubleshooting Macros

#### Did You Know About...

- Using Help in Formatting
- Explaining Inner vs. Outer Joins
- Using Cross-Tab Queries
- Finding Unmatched Records
- Viewing as Pivot Table
- Using the IN Keyword
- Using the BETWEEN Keyword
- Specifying NOT Criteria
- Displaying the Top Number of Records
- Using the Expression Builder
- Adding a Search Box
- Changing Grouping Options in Records
- Putting Reports into Columns
- Saving a Report Snapshot
- Understanding Macro Groups
- Changing the Application Icon
- Analyzing Database Performance
- Analyzing a Table
- Compacting the Database
- Viewing Object Dependencies