

## ExecuTrain Course Outline

# Microsoft® Office Access™ 2007: Level 1

ET84481

1 day

### Description:

One of the most efficient and powerful ways of managing data is by using relational databases. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will examine the basic database concepts, and create and modify databases and their various objects using the Microsoft® Office Access™ 2007 relational database application.

### Prerequisites

Completion of one of the following courses or equivalent knowledge from another source is recommended:

Windows 2000: Introduction

Windows XP: Introduction

Windows XP: Level 1

Windows XP: Level 2

### Objective:

You will create and modify new databases and their various objects. The Level 1 course is for the individual whose job responsibilities include designing and creating new databases, tables, and relationships; creating and maintaining records; locating records; and producing reports based on the information in the database. It also provides the fundamental knowledge and techniques needed to advance to more complex Access responsibilities such as maintaining databases and using programming techniques that enhance Access applications.

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

- examine the basic database concepts and explore the Microsoft Office Access 2007 environment.
- design a simple database.
- build a new database with related tables.
- manage the data in a table.
- query a database using different methods.
- design forms.
- generate reports.

## **Outline:**

### **Lesson 1: Exploring the Access Environment**

Topic 1A: Examine Database Concepts

Topic 1B: Explore the User Interface

Topic 1C: Explore the Ribbon

Topic 1D: Customize the Access Environment

Topic 1E: Obtain Help

Topic 1F: Use an Existing Access Database

### **Lesson 2: Designing a Database**

Topic 2A: Describe the Relational Database Design Process

Topic 2B: Define Database Purpose

Topic 2C: Review Existing Data

Topic 2D: Determine Fields

Topic 2E: Group Fields into Tables

Topic 2F: Normalize Data

Topic 2G: Designate Primary and Foreign Keys

Topic 2H: Determine Table Relationships

### **Lesson 3: Building a Database**

Topic 3A: Create a New Database

Topic 3B: Create a Table

Topic 3C: Manage Tables

Topic 3D: Create a Table Relationship

### **Lesson 4: Managing Data in a Table**

Topic 4A: Modify Table Data

Topic 4B: Sort Records

Topic 4C: Work with Subdatasheets

### **Lesson 5: Querying a Database**

Topic 5A: Filter Records

Topic 5B: Create a Query

Topic 5C: Add Criteria to a Query

Topic 5D: Add a Calculated Field to a Query

Topic 5E: Perform Calculations on a Record Grouping

## **Lesson 6: Designing Forms**

Topic 6A: View Data Using an Access Form

Topic 6B: Create a Form

Topic 6C: Create a Form Using the Form Wizard

Topic 6D: Modify the Design of a Form

## **Lesson 7: Generating Reports**

Topic 7A: View an Access Report

Topic 7B: Create a Report

Topic 7C: Create a Report Using the Report Wizard

Topic 7D: Add a Custom Calculated Field to a Report

Topic 7E: Format the Controls in a Report

Topic 7F: Apply an AutoFormat to a Report

Topic 7G: Prepare a Report for Print

## **Appendix A: Microsoft Office Specialist Program**

This course is one of a series of Element K courseware titles that addresses Microsoft Office Specialist (Office Specialist) skill sets.

## ExecuTrain Course Outline

# Microsoft® Office Access™ 2007: Level 2

ET84482

2 days

### Description:

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. 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.

### Objectives:

You will maintain data consistency and integrity; improve queries, forms, and reports; and also integrate Microsoft® Office Access™ 2007 with other applications. 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.

### Outline:

#### Lesson 1: Controlling Data Entry

Topic 1A: Restrict Data Entry Using Field Properties

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**

## ExecuTrain Course Outline

### Microsoft® Office Access™ 2007: Level 3

ET84483

1 day

**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.

**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.

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

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

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

#### Outline:

##### Lesson 1: Structuring Existing Data

Topic 1A: Analyze Tables

Topic 1B: Create a Junction Table

Topic 1C: Improve 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
- Topic 6C: Determine Object Dependency
- Topic 6D: Document a Database
- Topic 6E: Analyze the Performance of a Database

## ExecuTrain Course Outline

### Microsoft® Office Access™ 2007: Level 4

ET84484

1 day

### Course Description

In previous levels, you were introduced to the various features of Access 2007 that dealt with local database management. However, effective database management calls for mastering the advanced administrative and collaborative features of Access. In this course, you will exchange data with other applications, automate business processes by using VBA code, and secure and share databases.

**Target Student:** This course is designed for students who have a thorough understanding of the basic and advanced user features of the Microsoft® Office Access™ 2007 application, and are interested in learning introductory level administrator skill sets. The course is also for the student that may be working in a web-based environment and may need to adapt Access applications to the environment. It is also designed for students pursuing the Microsoft MOS Expert Level Certification for Access 2007.

**Prerequisites:** To ensure the successful completion of Microsoft Office Access 2007: Level 4, the following Element K courses or equivalent knowledge is recommended: Microsoft Office Access 2007: Level 1 Microsoft Office Access 2007: Level 2 Microsoft Office Access 2007: Level 3

**Objective:** You will exchange data with other applications, automate business processes by using VBA code, and secure and share databases.

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

- share Access data with other applications.
- use VBA to automate a business process.
- create and modify a database switchboard, and set the startup options.
- secure databases.
- share a database using a SharePoint site.

#### Outline:

##### Lesson 1: Integrating Access into Your Business

Topic 1A: Import XML Data into an Access Database

Topic 1B: Export Access Data to XML Format

Topic 1C: Export Data to the Outlook Address Book

Topic 1D: Collect Data Through Email Messages

Topic 1E: Work with Attachments

Topic 1F: Save a Database as a Previous Version

## **Lesson 2: Automating a Business Process with VBA**

Topic 2A: Create a Standard Module

Topic 2B: Develop Code

Topic 2C: Call a Procedure from a Form

Topic 2D: Run the Procedure

## **Lesson 3: Managing Switchboards**

Topic 3A: Create a Database Switchboard

Topic 3B: Modify a Database Switchboard

Topic 3C: Set the Startup Options

## **Lesson 4: Distributing and Securing Databases**

Topic 4A: Split a Database

Topic 4B: Implement Security

Topic 4C: Set Passwords

Topic 4D: Convert an Access Database to an ACCDE File

Topic 4E: Package a Database with a Digital Signature

## **Lesson 5: Sharing a Database Using a SharePoint Site**

Topic 5A: Export a Table to a SharePoint List

Topic 5B: Import Data from a SharePoint List

Topic 5C: Publish a Database to a SharePoint Site

Topic 5D: Move a Database to a SharePoint Site

Topic 5E: Work Offline

Certification: Access 2007 MS Specialist