



1750 N. Florida Mango Rd
Suite 302
West Palm Beach, Fl. 33409
561.840.8080
training@comptec.com
www.comptec.com



Learning Solutions



CompTEC Proudly Serves
Americas Veterans

Microsoft® Office Access™ 2007: Level 2 (Second Edition)

Course Specifications

Course number: 084888

Software: Microsoft® Office Access™ 2007

Course length: 1.0 day(s)

Certification: Microsoft Certified Application Specialist – Access™ 2007

Course Description: You have the basic skills needed to work with Microsoft® Office Access™ 2007 databases, including creating and working with Access tables, relationships, queries, forms, and reports. But so far, you have been focusing only on essential database user skills. 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.

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

Target Student: 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. Individuals who want to pursue Microsoft Certified Application Specialist certification in Microsoft Office Access 2007 can also take this course.

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.

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

Certification

This course is one of a series of Element K courseware titles that addresses Microsoft Certified Application Specialist (Microsoft Business Certification) skill sets. The Microsoft Certified Application 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 Microsoft Certified Application Specialist certification.

Performance-Based Objectives

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 by grouping form controls and making other aesthetic improvements to make forms work more efficiently and intuitively for the user.
- customize reports to organize the displayed information and produce specific print layouts.
- share data across different applications.

Course Content

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

Microsoft® Office Access™ 2007: Level 2 (Second Edition)

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