



Microsoft® Office Access™ 2007: Level 3 (Second Edition) One Day

Course 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.

Course 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.

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, as well as:

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

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

Certification

Microsoft® Access™ 2007: Level 3 is one of a series of Element K courseware titles that addresses Microsoft Office Specialist skill sets. The Office 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 Office Specialist certification.

Performance-Based Objectives

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

- restructure 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.

Course Content

Lesson 1: Structuring Existing Data

- Topic 1A: Analyze Tables
- Topic 1B: Create a Junction Table
- Topic 1C: Improve the 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

Appendix A: Microsoft Office Specialist Program



Microsoft® Office Access™ 2007: Level 4 (Second Edition) One Day

Course Description

In previous levels, you were introduced to the various features of Microsoft® Office 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.

Course Objective: 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 who may be working in a web-based environment and may need to adapt Access applications to the environment.

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

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 Applications Specialist (MCAS) skill sets. The MCAS 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 Applications Specialist certification.

Performance-Based Objectives

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 databases using a SharePoint site.

Course Content

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

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 Databases 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