



**MS Access 2007
Advanced**



You will learn how to use the advance features of Access to help you better manage your database. This workshop incorporates a hands-on approach to learning. You will get both teaching and a chance to practice.

Access 2007 Advanced Training Course

Access 2007 Advanced Training Course Foreword

This workshop is designed to teach you a deeper understanding of Access 2007 in a practical way. You will learn how to use the advance features of Access to help you better manage your database. This workshop incorporates a hands-on approach to learning. You will get both teaching and a chance to practice some of the advance features right on a computer.

This workshop is meant to provide a safe learning environment where you can practice and learn Access 2007 advance functions without worrying about making mistakes. Making mistakes is a part of learning and is expected in this workshop. Taking the time to learn the advanced features of Access 2007 will increase your knowledge on how databases work and make creating and managing an Access 2007 database easier for you.

Who should attend?

Anyone that wants to quickly learn to build and manage databases in Microsoft Access.

Course length

1-day

Learning Outcomes

By the end of this workshop, participants should be able to:

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| <ul style="list-style-type: none"> • Use advanced table tasks • Use advanced form tasks • Use advanced reporting tasks • Understand relationships • Use advanced query tasks | <ul style="list-style-type: none"> • Work with SQL • Link data • Import data • Export data • Use advance database tools |
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Course Outline





<p>Access 2007 Training Course - Lesson 1 Getting Started</p> <ul style="list-style-type: none"> • Workshop Objectives 	<p>Access 2007 Training Course - Lesson 2 Advanced Table Tasks</p> <ul style="list-style-type: none"> • Using the Property Sheet • Adding, Moving, and Removing Controls • Formatting Controls • Setting the Primary Key
<p>Access 2007 Training Course - Lesson 3 Advanced Form Tasks</p> <ul style="list-style-type: none"> • Creating a Subform • Creating a Split-Form • Creating a Modal Dialog • Creating a Pivot Table 	<p>Access 2007 Training Course - Lesson 4 Advanced Reporting Tasks</p> <ul style="list-style-type: none"> • Using Report Sections • Grouping and Sorting Data • Adding Calculated Controls • Creating Labels



<p>Access 2007 Training Course - Lesson 5 Understanding Relationships</p> <ul style="list-style-type: none">• Types of Relationships• Viewing Relationships• Editing Relationships• About Referential Integrity• Establishing Referential Integrity	<p>Access 2007 Training Course - Lesson 6 Advanced Query Tasks</p> <ul style="list-style-type: none">• Sorting and Filtering a Query• Adding Calculated Fields• Using the Expression Builder• Using Logical Functions
<p>Access 2007 Training Course - Lesson 7 Working with SQL</p> <ul style="list-style-type: none">• What is SQL?• Understanding SQL Statements• Basic SQL Syntax• Uses for SQL in Access	<p>Access 2007 Training Course - Lesson 8 Linking Data</p> <ul style="list-style-type: none">• Linking to an Excel Spreadsheet• Linking Access Database• Linking to a SharePoint List• Linking to a Text or XML File• Other Types of Links
<p>Access 2007 Training Course - Lesson 9 Importing Data</p> <ul style="list-style-type: none">• Importing from an Excel Spreadsheet• Importing from an Access Database• Importing from a SharePoint List• Importing from a Text or XML File• Other Types of Imports	<p>Access 2007 Training Course - Lesson 10 Exporting Data</p> <ul style="list-style-type: none">• Saving an Object as PDF• Exporting to an Excel Spreadsheet• Exporting to a SharePoint List• Exporting to a Word or Text File• Other Types of Exports
<p>Access 2007 Training Course - Lesson 11 Advanced Database Tools</p> <ul style="list-style-type: none">• Using the Database Documenter• Analysing Table Performance• Analysing Database Performance• Compact and Repair a Database	<p>Access 2007 Training Course - Lesson 12 Wrapping Up</p> <ul style="list-style-type: none">• Words from the Wise

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