

ACCESS 2007

Intermediate level

OBJECTIVES

At the end of this course, the participant will be able to manipulate databases and create tables for the use of reports.

They will get started using Access 2007 by creating, modifying, and manipulating a table, modifying and organizing the database, field properties, finding and sorting records, printing data, relationships between tables, transferring between Excel and Access 2007, simple queries, modifying query results, table Wizard, forms, reports, additional options, and online help.

TARGETED CLIENTELE

Public

PREREQUISITES

Basic Access

COURSE SYLLABUS

1. Select Query

- Select query
 - Create a query from a table
 - Switch between DataGrid view and Datasheet view
 - Save a query
 - Open a query
- Query changes
 - Add a field in the query grid
 - Insert a field in the query grid
 - Delete one or more fields in the query grid
 - Exclude fields from the Dynamic response sheet
 - Sort records



- Query in a "Yes/No" type field
 - Change the contents of a record
 - Create a query from an existing query
 - View numeric values or date settings
- Comparison operators
- Logical operators
 - Exploit the logical operator "where"
 - Exploit the logical operator "and"
- Wildcards
- Multi-table query
 - Create a multi-table query
 - Associate common fields
- Join types
 - Understanding join types
 - Change the join type

2. Query with Calculations

- Query with calculations
 - Create a calculated field
 - Change the properties of a calculated field
 - Show or not the calculation fields
- Condition in a calculated field
 - Insert a condition in a calculated field
 - Establish multiple conditions in a calculated field
- Total queries
 - Perform operations on a field
 - Perform operations on a group of records
- Date functions
 - Extract a date
 - Calculate the difference between two dates
- Displaying specific items
 - Combine text from two fields
 - Display part of a "text" or "numeric" field
 - Show part of a date

3. Other Types of Queries

- Types of queries
- Data security
 - Disable query blocking
- Update query
- Add query
- Delete query

- Crosstab query
 - Create a crosstab query
- Parameterized query
 - Create a parameterized query
- Auto search query
- Query search for duplicates
- Non-matching query

4. Form

- Forms
- Form tool
 - Quickly create a form
 - Save forms
- Display modes
 - Toggle display modes
- Form mode
 - Access records
 - Add a record
 - Delete a record
 - Find a record
- Page mode
 - Select a label or control
 - Select all fields and their data
 - Change the name of a field
 - Move fields
 - Change the size of the fields
 - Apply formatting to field names
 - Apply formatting to field contents
 - Reproduce formatting
 - Apply conditional formatting
 - Show gridlines
 - Add a logo
 - Change the default title
 - Insert date and time
 - Apply automatic formatting
- Dual display form tool
- Multiple items tool
- Blank form tool
- Form Wizard tool
- Form Creation tool

- Sections of a form
 - Remove or display a section
 - Resize a section of a form
 - Select the form or a section
- Control management
 - Select a control/label
 - Select multiple controls
 - Delete a control
 - Move a control and its label
 - Move a control or label
 - Change the size of a control
 - Change the text of a label
- Rearrange controls
 - Adjust the size of a label
 - Align controls
 - Adjust the spacing between controls
 - Change the margins of a control
 - Change the layout of the form
- Tab order
 - Check the tab order
 - Change the tab order

5. Form and Control

- Types of control
- Text box control
- Label control
- Control management
 - Rename a control
 - Exploit a named control in a formula
 - Change the format of a control
 - Prevent a stop on a control
- List box controls
 - Create a list box by typing the values in this list
 - Create a list box from values present in a table
 - Change the number of visible items in the drop-down list
 - Prevent foreign data from entering the drop-down list
- Option group control
 - Add a control to an option group
 - Create a match table

- Rectangle control
 - Create a rectangle control
 - Change the appearance of the rectangle control
 - Add color to frame
- Control Respect
- Check box control, toggle button and Options button
 - Change the appearance of the "Yes/No" field control

6. Custom Form

- Tab control
 - Create a tab control
 - Add or remove a tab
 - Rename a tab
 - Change the order of the tabs
- Subforms
 - Add a subform from an existing form
 - Add a subform from existing tables and queries
 - Remove the move icons from the display
- Command button control
- Image control
 - Create an image control
 - Change the way an image is displayed
 - Align an image in its control
 - Create a mosaic effect
 - Replace an image
- Hyperlink control
- Form security
 - Deny data entry in a control
 - Prevent changes in a form
- Help message
 - Display a help message in a ToolTip
 - Display a help message on the status bar
- Layout and printing
 - Get preview before printing
 - Hide the "form header" section
 - Paginating a form
 - Add date and time in the form header
 - Create a page break
 - Change margins
 - Print a form
- Error checking

7. PivotTable and PivotChart

- Pivot table
 - Create a pivot table
 - Add totals
 - Display the ToolTip of a calculation
 - Show/hide details area
 - Show/hide details of an item in a zone
 - Show/hide calculation details
 - Filter the column or row area
 - Exploiting the filter area
 - Move a field
 - Change the contents of a PivotTable area
 - Leverage date fields created by access
 - Refresh PivotTable
 - Export the table to Excel
- PivotChart
 - Create a PivotChart
 - Add/hide caption
 - Show/hide drop zones
 - Change the axis title
 - Change the appearance of a chart element
 - Reverse series and categories
 - Change chart type

8. Report

- Report
- Basic report tool
 - Create a basic report
 - Save a report
- Display mode
 - Understanding the display modes of a report
 - Switch from one display mode to another
- Formatting
 - Change the size of the fields
 - Move a field
 - Delete a field
 - Improve formatting
 - Add field
 - Apply automatic formatting

- Grouping, sorting, and totals
 - Group and sort
 - Sort
 - Change hierarchy
 - Add totals
 - Hide and show details
- Layout and printing
- Report Assistant tool
- Empty report tool
- Report creation tool
 - Create a custom report
 - Show/remove sections of a report
 - Adjust the size of a section
 - Move a label in a different section
 - Group, sort, and add totals
 - Add a calculated control
 - Set the properties of a section
 - Paginating a report
 - Insert date in a report
- Labels tools

9. Import and Export

- Importing data
 - Import an Access object with / without a link
 - Delete a linked table
- Exporting data