

ACCES002: Microsoft Access 2007 Level 2

Course Length: 1 day

Instructional Methodology: Instructor-led computer lab with hands-on exercises

Course Description: This intermediate Microsoft Access course provides competency in creating and using relational databases, working with lookup fields, complex queries, printing reports, and creating PivotCharts.

Course Outline

Relational Databases

- Database normalization
- Relating tables
- Implementing referential integrity

Related Tables

- Lookup fields
- Modifying lookup fields
- Subdatasheets

Complex Queries

- Joining tables in queries
- Calculated fields
- Summarizing and grouping values

Advanced Form Design

- Adding unbound controls
- Adding graphics
- Adding calculated values
- Adding combo boxes
- Advanced form types

Reports and Printing

- Customized headers and footers
- Adding calculated values
- Printing
- Labels

Charts

- Charts in forms
- Charts in reports

PivotTables and PivotCharts

- PivotTables
- Modifying PivotTables
- PivotCharts
- PivotTable Forms

To register call 621-7724

Or register online at www.outreachcollege.arizona.edu/comped