



## COMPLETE COMPUTING, INC.

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### Course 50136A: Learn Microsoft Office Access 2007 Step by Step, Level 2

*Length – 1 day*

#### **Prerequisites**

Before attending this course, students must have:

- Basic computer knowledge.
- Basic file-management skills.
- Basic knowledge of the Access 2007 interface and database, table, and form creation and manipulation.

#### **At Course Completion**

After completing this course, students will know how to control the types of data that can be entered in a table, extract or manipulate data by using queries, and customize forms and reports to meet their needs. They will also know how to customize and maintain an Access database and how to prepare a database that will be used by other people. Specifically, they will be able to:

- Restrict the type and amount of data in a field.
- Specify the format of data in a field.
- Restrict data by using validation rules.
- Create a simple or multi-column lookup list.
- Add controls to a form.
- Enter data in a form by using VBA.
- Create a form by using an AutoForm.
- Add a subform to a form.
- Locate information that matches multiple criteria.
- Create a query by using a wizard or manually.
- Perform calculations by using a query.
- Update information in a table.
- Delete information from a table.
- Create a report by using a wizard or manually.
- Modify report design and content.
- Add a subreport to a report.
- Preview and print a report.
- Make favorite Access commands quickly available.
- Create custom categories.
- Assign a password to a database.
- Prevent database problems.
- Create a switchboard.
- Control the features available to database users.
- Prevent changes to database code.
- Secure a database for distribution.



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## Course Outline

### Module 1: Data Integrity

This module discusses ways to help ensure the accuracy of data entered into a database.

#### Lessons

- Restricting the Type of Data in a Field
- Restricting the Amount of Data in a Field
- Specifying the Format of Data in a Field
- Restricting Data by Using Validation Rules
- Creating a Simple Lookup List
- Creating a Multi-Column Lookup List
- Key Points

#### Lab : Data Integrity

- Add fields and restrict data types.
- Change the Field Size property.
- Use input masks to format data.
- Create and test validation rules.
- Use the Lookup wizard to create a list.
- Use the Lookup wizard to create a two-column list.

After completing this module, students will be able to:

- Restrict the type and amount of data entered in a field.
- Require that data entered in a field be in a certain format.
- Use validation rules to prohibit invalid data.
- Use simple and multi-column lookup lists to limit data to a set of options.

### Module 2: Custom Forms

This module explains how to customize forms to facilitate data entry and display.

#### Lessons

- Adding Controls to a Form
- Entering Data in a Form by Using VBA
- Creating a Form by Using an AutoForm
- Adding a Subform to a Form
- Key Points



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## Lab : Custom Forms

Add, replace, and delete controls.  
Enter data in a form by using VBA.  
Use the Form wizard to create a form.  
Displaying a subform within a main form.

After completing this module, students will be able to:

Customize forms by adding controls.  
Use VBA to enter data that can be calculated from other fields.  
Use the Form wizard to control the creation of forms.  
Use subforms to enter data in more than one table.

## Module 3: Queries

This module explains how to search for records that match multiple-criteria by using advanced filtering and queries, as well as how to perform calculations and update and delete table information.

### Lessons

Locating Information That Matches Multiple Criteria  
Creating a Query by Using a Wizard  
Creating a Query Manually  
Performing Calculations by Using a Query  
Updating Information in a Table  
Deleting Information from a Table  
Key Points

## Lab : Queries

Find information that matches two criteria while exploring the design grid.  
Create a query based on two related tables.  
Create a query that calculates a new field.  
Summarize the values in records selected by a query.  
Create a query to update table data.  
Create a query to delete table data.

After completing this module, students will be able to:  
Match records that meet multiple criteria.  
Create queries to find records and create calculated fields  
Summarize matched records.



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Have Access update and delete records.

## **Module 4: Reports**

This module explains how to extract information from a database as a report. It also explains how to modify report design and content, add subreports to reports, and preview and print reports.

### **Lessons**

- Creating a Report by Using a Wizard
- Modifying Report Design
- Creating a Report Manually
- Modifying Report Content
- Adding a Subreport to a Report
- Previewing and Printing a Report
- Key Points

### **Lab : Reports**

- Use the Report wizard to create a report based on two tables.
- Change the layout and formatting of a report.
- Create a report from scratch.
- Modify the content of a report.
- Display calculations in a subreport of a main report.
- Preview a report and review printing options.

After completing this module, students will be able to:

- Create reports to extract information from a database.
- Customize the design and content of reports.
- Use subreports to enhance the display of information.
- Provide neatly printed copies of reports.

## **Module 5: Database Management**

This module explains how to make databases easier to use while protecting them from unauthorized users and carrying out preventive maintenance.

### **Lessons**

- Making Favorite Access Commands Quickly Available
- Creating Custom Categories
- Assigning a Password to a Database
- Preventing Database Problems



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Key Points

## **Lab : Database Management**

- Add a button to the Quick Access Toolbar.
- Create a custom category with groups and objects.
- Protect a database with a password.
- Back up a database, and run utilities to detect problems.

After completing this module, students will be able to:

- Make commands available on the Quick Access Toolbar.
- Provide users with easy access to the objects they need to work with.
- Password-protect a database.
- Avoid database problems by running maintenance utilities.

## **Module 6: Database Distribution**

This module explains more ways to protect databases that will be used by multiple people on multiple computers.

### **Lessons**

- Creating a Switchboard
- Controlling the Features Available to Database Users
- Preventing Changes to Database Code
- Securing a Database for Distribution
- Key Points

## **Lab : Database Distribution**

- Create a switchboard with one-click navigation to forms, reports, and two common actions.
- Set and bypass startup options.
- Assign a password to database code.
- Save a database as an ACCDE file.