



# COMPLETE COMPUTING, INC.

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## Microsoft® Office Access™ 2007: Level 3

*Course length: 1.0 day(s)*

Certification: Microsoft Office Specialist: Microsoft® Access™ 2007

### 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.

### 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
- Microsoft® Office Access™ 2007: Level 2

### 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.



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## 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