

Microsoft ®

# Access 2007 Course Outline

Intermediate Level

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## WHAT'S NEW

- New features in Access 2007
- Database templates
- Using local templates
- Downloading templates
- Enhanced Datasheet View
- New Layout View
- Improved Interface

## SECURITY ISSUES & THE TRUST CENTER

- Security warnings
- Trusted Locations - Trust Centre
- Setting the default folder location within Access

## TABLES

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### MODIFYING FIELDS

- Applying and modifying data types
- Modifying column data types
- Formatting Text data type
- Formatting Memo data type
- Examples of formatting a text box or memo
- Formatting Hyperlink data type
- Formatting Currency data type
- Formatting Date/Time data type
- Database object naming conventions
- Data types
- Converting between data types
- Changing a field to a different data type

### LOOKUP FIELDS

- Creating and editing a lookup in a field or column
- Creating a lookup from values in a table or query
- Creating a lookup from values you type in

### VALIDATION RULES

- Creating a validation rule within a field

### INPUT MASKS

- Creating an input mask in a field

### DEFAULT VALUES

- Applying a default value to a field

### MANDATORY FIELDS

- Setting a required field

### CREATING A TABLE

- Creating a new table

## RELATIONSHIPS

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### BASICS OF RELATIONSHIPS

- Issues relating to creating valid relationships
- Identifying a related table
- Creating a relationship
- Deleting a relationship
- Creating a primary key and a composite key

### TYPES OF JOINS IN A RELATIONSHIP

- One-to-one
- One-to-many
- Many-to-many

### CREATING RELATIONSHIPS

- Creating a one-to-one relationship
- Modifying one-to-one relationship
- Creating a one-to-many relationship
- Modifying one-to-many relationship
- Creating many-to-many relationships

### APPLYING INNER AND OUTER JOINS

- Applying an inner join
- Applying an outer join

### APPLYING AND USING REFERENTIAL INTEGRITY

- Setting referential integrity

### APPLYING AUTOMATIC DELETION OF RELATED RECORDS

- Setting cascading options

## QUERIES

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### QUERY TYPES

- Enabling the content
- Creating and using a query to update data in a table
- Populating data in the tables
- Creating an Update Query
- Creating and using a query to delete data within a table
- Creating a Delete Query
- Creating and using a query to save the selected information as a table
- Creating a Make-Table Query
- Appending records to a table using query
- Creating an Append Query

### GROUPING INFORMATION IN A QUERY

- Using Aggregate Functions
- Counting column values using the COUNT function
- Summing column values using the SUM function
- Averaging column values using the AVG function
- Finding minimum column values using the MIN function

- Finding maximum column values using the MAX function
- Using a crosstab query
- Creating a crosstab query
- Creating a crosstab query using Crosstab Wizard
- Using wildcards as parameters

#### **USING ARITHMETIC OR LOGICAL EXPRESSIONS IN A QUERY**

- Creating an arithmetic calculation within a query
- Creating a logical (condition based) expression within a query

#### **REFINING A QUERY**

- Finding duplicates using the Find Duplicates Query Wizard
- Finding unmatched values using the Find Unmatched Query Wizard
- Finding the lowest range of values within a query
- Finding the highest range of values within a query
- Creating a parameter query
- Finding Null values
- Finding NOT values

## **FORMS**

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#### **CREATING BOUND AND UNBOUND CONTROLS**

- Creating an unbound control
- Creating a bound control

#### **CREATING A COMBO BOX, LIST BOX, CHECK BOX & OPTION GROUPS**

- Creating a combo box
- Creating a list box
- Creating a check box
- Creating an option button
- Creating an option group

#### **CREATING ARITHMETIC / LOGICAL EXPRESSION CONTROLS**

- Creating an expression control
- Creating an arithmetic expression control
- Creating a logical expression control

#### **CREATING A FORM USING THE FORM WIZARD**

- Creating a form with Form Wizard

#### **SETTING SEQUENTIAL ORDER OF CONTROLS ON A FORM**

- Setting tab index for controls on a form

#### **CREATING FORM HEADERS OR FOOTERS**

- Creating a form header and footer area
- Numbering a form page

#### **CREATING A SUBFORM AND LINKING TO THE MAIN FORM**

- Using a Subform
- Adding a Subform to a form

#### **MODIFYING THE SUBFORM TO CHANGE RECORDS DISPLAYED**

- Bringing a subtotal from a Subform to a main form

## **REPORTS**

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#### **CREATING ARITHMETIC / LOGICAL CALCULATION CONTROLS**

- Placing a control on a report
- Creating an arithmetic expression control
- Creating a logical expression control

#### **USING FORMULAS AND EXPRESSIONS**

- Using common functions in a report
- Using count and sum calculations within a report
- Using sum min, max and average calculations within a report
- Concatenating (combining) values within an expression

#### **CREATING RUNNING SUMMARIES**

- Creating a report with running summaries

#### **PRESENTATION**

- Creating page headers and footers
- Creating report headers and footers
- Grouping records on a report

#### **FORCING PAGE BREAKS FOR GROUPS ON REPORTS**

- Forcing page breaks after each group of records

## **USING MACROS**

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#### **MACROS**

- Creating a new macro
- Running a macro
- Using the single step method to run a macro
- Attaching a macro to a form control
- Attaching a macro to a report control

## **IMPORTING, EXPORTING AND LINKING DATA**

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#### **IMPORTING DATA**

- Importing from a text file
- Importing from an Excel spreadsheet
- Importing from a dBase file
- Importing from a Paradox file

#### **EXPORTING DATA**

- Exporting data to a text file
- Exporting data as an Excel spreadsheet file
- Exporting data to a dBase file
- Exporting data to a Paradox file
- Linking external data to a database
- Linking to an external text file
- Linking to an Excel worksheet