



To register or for more information call our office (208) 898-9036 or email [register@leapfoxlearning.com](mailto:register@leapfoxlearning.com)

## Microsoft Access 2007: Level 3

### Course Description

You're training in and use of Microsoft® Office Access™ 2007 has provided you with a solid foundation in the basic and intermediate skills of 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 performing database maintenance.

**Target Student:** This course is for the individual whose job responsibilities include working with related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance. It is also designed as one in a series of courses for students pursuing the Microsoft® Office Specialist Certification for Microsoft® Office Access™ 2007, and it is a prerequisite to take more advanced courses in Microsoft® Office Access™ 2007.

**Course length:** 1.0 day(s)

**Prerequisites:** To ensure your success, knowledge of basic and intermediate features of Access tables, relationships, and queries, forms, and reports is recommended. The following Element K courses or equivalent knowledge are recommended:

- *Microsoft® Office Access™ 2007: Level 1*
- *Microsoft® Office Access™ 2007: Level 2*

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities – Mentor Lab – Flexible.

### 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 Microsoft® Office Access™ 2007 macros.
- Display data more effectively in a form.
- Customize reports by using various Microsoft® Office Access™ 2007 features, making them more effective.
- Maintain your database using tools provided by Microsoft® Office Access™ 2007.

### Course Content

#### Lesson 1: Structuring Existing Data

Analyze Tables

Create a Junction Table

Improve Table Structure

**Lesson 2: Writing Advanced Queries**

Create Subqueries  
Create Unmatched and Duplicate Queries  
Group and Summarize Records Using Criteria  
Summarize Data Using a Crosstab Query  
Create a PivotTable and a PivotChart

**Lesson 3: Simplifying Tasks with Macros**

Create a Macro  
Attach a Macro  
Restrict Records Using a Condition  
Validate Data Using a Macro  
Automate Data Entry Using a Macro

**Lesson 4: Making Effective Use of Forms**

Display a Calendar on a Form  
Organize Information with Tab Pages  
Display a Summary of Data in a Form

**Lesson 5: Making Reports More Effective**

Include a Chart in a Report  
Print Data in Columns  
Cancel Printing of a Blank Report  
Create a Report Snapshot

**Lesson 6: Maintaining an Access Database**

Link Tables to External Data Sources  
Manage a Database  
Determine Object Dependency  
Document a Database  
Analyze the Performance of a Database

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