

# Access® 2007: Advanced

Course length: 2 days

**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. On Day 1 of 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. Effective database management calls for mastering the advanced administrative and collaborative features of Access. On Day 2 of this course, you will exchange data with other applications, automate business processes by using VBA code, and secure and share databases.

**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. You will exchange data with other applications, automate business processes by using VBA code, and secure and share databases.

**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. This course is designed for students who have a thorough understanding of the basic and advanced user features of the Microsoft® Office Access™ 2007 application, and are interested in learning introductory level administrator skill sets. The course is also for the student who may be working in a web-based environment and may need to adapt Access applications to the environment.

**Prerequisites:** Access 2007- Introduction (2-day)

**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.
- ◆ share Access data with other applications.
- ◆ use VBA to automate a business process.
- ◆ create and modify a database switchboard, and set the startup options.
- ◆ secure databases.
- ◆ share databases using a SharePoint site.

---

*If you have any questions about this course, please call CompuTrain at (713) 349-9186.*

## Day One

### **Lesson 1: Structuring Existing Data**

- Analyze Tables
- Create a Junction Table
- Improve the 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 Date 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

## Day Two

### **Lesson 1: Integrating Access into Your Business**

- Import XML Data into an Access Database
- Export Access Data to XML Format
- Export Data to the Outlook Address Book
- Collect Data Through Email Messages

### **Lesson 2: Automating a Business Process with VBA**

- Create a Standard Module
- Develop Code
- Call a Procedure from a Form
- Run the Procedure

### **Lesson 3: Managing Switchboards**

- Create a Database Switchboard
- Modify a Database Switchboard
- Set the Startup Options

### **Lesson 4: Distributing and Securing Databases**

- Split a Database
- Implement Security
- Set Passwords
- Convert an Access Database to an ACCDE File
- Package a Database with a Digital Signature

### **Lesson 5: Sharing Databases Using a SharePoint Site**

- Export a Table to a SharePoint List
- Import Data from a SharePoint List
- Publish a Database to a SharePoint Site
- Move a Database to a SharePoint Site
- Work Offline