



Access 2007- Intermediate Level

Full Day: In this course you will learn how to maintain data consistency and integrity; improve queries, forms and reports; and also how share Access with other applications.

Controlling Data Entry

- Restrict Data Entry Using Field Properties
- Establish a Pattern for Entering Field Values
- Create a List of Values for a Field

Joining Tables

- Create Query Joins
- Join Unrelated Tables
- Relate Data Within a Table

Creating Flexible Queries

- Set Select Query Properties
- Create Parameter Queries
- Create Action Queries

Improving Forms

- Design a Form Layout
- Enhance the Appearance of a Form
- Restrict Data Entry in Forms
- Add a Command Button to a Form
- Create a Subform

Customizing Reports

- Organize Report Information
- Format the Report
- Set Report Control Properties
- Control Report Pagination
- Summarize Report Information
- Add a Subreport to an Existing Report
- Create a Mailing Label Report

Sharing Data Across Applications

- Import Data into Access
- Export Data
- Analyze Access Data in Excel
- Export Data to a Text File