

# Microsoft Access 2007 - Intermediate



Delegates attending this course are already proficient enough to use the basic elements of Access, but are looking to improve their levels of productivity and to design and create new databases which will enable them to use a range of data validation techniques and set table relationships.

The delegate will gain the ability to import data into Access from a variety of sources, enhance the operations on a form and to create queries that will capture data appropriate to the task in hand. This will enable the delegate to produce professional looking reports in a variety of formats.

*This course can be tailored to your specific needs.*

**Duration:** 1 Day

**A typical course covers the following: -**

## Designing A New Database

- ▶ Designing Database Tables
- ▶ Access Data Types
- ▶ Changing Field Properties

## Data Validation

- ▶ Assigning Default Values
- ▶ Marking A Field As Required
- ▶ Validation Rules And Text
- ▶ Working With Validations
- ▶ Creating A Lookup Field

## Setting Table Relationships

- ▶ Setting Table Relationships
- ▶ Editing An Existing Relationship
- ▶ Printing Table Relationships

## Importing Records

- ▶ Importing Data From Excel
- ▶ Importing From A CSV File

## Creating Forms

- ▶ Creating Form Using The Wizard
- ▶ Creating A Form Using Autoform
- ▶ Creating A Subform
- ▶ Creating A Linked Form
- ▶ Changing The Tab Order On A Form
- ▶ Locking Fields
- ▶ Creating A Combo Box

## Calculated Fields In A Query

- ▶ Creating A Calculated Field
- ▶ Formatting Calculated Fields
- ▶ Calculating Across Tables
- ▶ Calculating Dates
- ▶ Using Criteria In Calculations

## Action Queries

- ▶ Make Table Query
- ▶ Update Query
- ▶ Delete Query
- ▶ Append Query

## Parameter Queries

- ▶ Create A Parameter Query

## Formatting Reports

- ▶ Creating A Report In Design View
- ▶ Creating Groups In A Report
- ▶ Creating Report Subtotals
- ▶ Creating A Summary Report



**copernicus training**  
guiding your business to success

Copernicus Training  
[info@copernicus-training.com](mailto:info@copernicus-training.com)  
[www.copernicus-training.com](http://www.copernicus-training.com)