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D A T A B A S E M A N A G E M E N T S K I L L S



Microsoft Access 2007 – Level 2

Course Introduction

The Access 2007 – Level 2 course teaches students advanced-level concepts and features of the Microsoft Access 2007 application.

In this course, students work with advanced and complex queries, forms, and reports. Students learn to create PivotCharts and PivotTables, import and export data, use macros, and maintain, optimize, and document a database.

Students will accomplish the learning objectives for each lesson through a series of hands-on tasks, for which they will be given step-by-step instructions and desired result checkpoints. The tasks will provide ample opportunity for students to practice, apply, and develop the skills covered in the lesson.

A practice exercise and review questions are included at the end of each lesson to measure progress and reinforce the skills learned. There is also a Lab Exercise at the end of the course to provide further practice, review, and reinforcement of the topics learned throughout the course, and to help prepare students for the Final Exam.

Course Prerequisite(s)

To ensure successful completion of this course, it is recommended that students have completed the following courses, or possess equivalent knowledge and experience: Microsoft Access 2007 Level 1, Microsoft Excel 2007 Level 1, and Microsoft Outlook 2007 Level 1

Course Aim

To provide an understanding of Microsoft Access 2007 that goes beyond the basics, in order to create and manage databases.

Of Interest to

Those who are already familiar with Microsoft Access 2007, and who want to learn more advanced techniques for creating, using, and managing relational databases.

Course Breakdown

Lesson 1:

Understanding Database Relationships; Defining a Database Relationship; Modifying Table Design

Lesson 2:

Selecting Data from a Single Table; Selecting Data from Multiple Tables; Creating Parameter and Action Queries; Summarizing and Grouping Data; Optimizing a Query

Lesson 3:

Creating Advanced Forms; Using Advanced Controls; Creating and Modifying a Subform; Creating and Modifying a Switchboard Form

Lesson 4:

Creating a Complex Report; Working with Subreports and Charting Data; Creating PivotTables and PivotCharts

Lesson 5:

Importing and Exporting Data; Data Collection; Introducing Microsoft SharePoint Services; Sharing Files on the Web Using Microsoft SharePoint

Lesson 6:

Creating and Using a Macro; Maintaining a Database; Optimizing and Documenting a Database

Lab Exercise

Course Notes

Course manual provided for on-going reference.

There is a final exam upon completion of the course. Participants who receive 75% or higher on their exam will receive a certificate.

Method of Delivery

Integrated Learning™ System training facilitated by Academy of Learning College facilitators.



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