



**CTREC  
HILTON**  
IT ACADEMY

BUILDING TRAINING SOLUTIONS  
FOR THE IT WORLD

**Number of Days:** 1

**Format:** Instructor-Led

**Recommended Course Sequence**

Knowledge of prerequisites  
noted below.

*Course content is subject to change  
without notice.*

## Microsoft Office Access 2007: Level 2

### Course Description:

You have the basic skills needed to work with Microsoft Office Access 2007 databases, including creating and working with Access tables, relationships, queries, forms, and reports. But so far, you have been focusing only on essential database user skills. In this course, you will consider how to maintain data consistency, how to customize database components, and how to share Access data with other applications.

### Course Objective:

You will maintain data consistency and integrity; improve queries, forms, and reports; and also integrate Microsoft Office Access 2007 with other applications.

### Target Student:

Microsoft Office Access 2007: Level 2 is designed for students who would like to learn intermediate-level operations of the Microsoft Office Access program. The Level 2 course is for individuals whose job responsibilities include maintaining data integrity; handling complex queries, forms, and reports; and sharing data between Access and other applications. This course is also a prerequisite to taking more advanced courses in Access 2007.

### Prerequisites:

To ensure the successful completion of Microsoft Office Access 2007: Level 2, the completion of the Microsoft Office Access 2007: Level 1 course, or equivalent knowledge, is recommended.

### Delivery Method:

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### Certification:

This course is one of a series of courseware titles that addresses Microsoft Certified Application Specialist (MCAS) skill sets. The MCAS program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more product proficiency exams in order to earn Office Specialist certification.

# Microsoft Office Access 2007 Level 2

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## Performance-Based Objectives:

Upon successful completion of this course, students will be able to:

- Modify the design and field properties of a table to streamline data entry and maintain data integrity.
- Retrieve data from tables using joins.
- Create flexible queries to display specified records, allow for user-determined query criteria, and modify data using queries.
- Enhance the capabilities of a form customize reports to organize the displayed information and produce specific print layouts.
- Share data across different applications.

## Course Outline

<b>Lesson 1: Controlling Data Entry</b>
<ul style="list-style-type: none"><li>■ Topic 1A: Restrict Data Entry Using Field Properties</li><li>■ Topic 1B: Establish a Pattern for Entering Field Values</li><li>■ Topic 1C: Create a List of Values for a Field</li></ul>
<b>Lesson 2: Joining Tables</b>
<ul style="list-style-type: none"><li>■ Topic 2A: Create Query Joins</li><li>■ Topic 2B: Join Unrelated Tables</li><li>■ Topic 2C: Relate Data Within a Table</li></ul>
<b>Lesson 3: Creating Flexible Queries</b>
<ul style="list-style-type: none"><li>■ Topic 3A: Set Select Query Properties</li><li>■ Topic 3B: Create Parameter Queries</li><li>■ Topic 3C: Create Action Queries</li></ul>
<b>Lesson 4: Improving Forms</b>
<ul style="list-style-type: none"><li>■ Topic 4A: Design a Form Layout</li><li>■ Topic 4B: Enhance the Appearance of a Form</li><li>■ Topic 4C: Restrict Data Entry in Forms</li><li>■ Topic 4D: Add a Command Button to a Form</li></ul>
<b>Lesson 5: Customizing Reports</b>
<ul style="list-style-type: none"><li>■ Topic 5A: Organize Report Information</li><li>■ Topic 5B: Format the Report</li><li>■ Topic 5C: Set Report Control Properties</li><li>■ Topic 5D: Control Report Information</li><li>■ Topic 5E: Summarize Report Information</li><li>■ Topic 5F: Add a Sub report to an Existing Report</li><li>■ Topic 5G: Create a Mailing Label Report</li></ul>
<b>Lesson 6: Sharing Data Across Applications</b>
<ul style="list-style-type: none"><li>■ Topic 6A: Import Data into Access</li><li>■ Topic 6B: Export Data</li><li>■ Topic 6C: Analyze Access Data in Excel</li><li>■ Topic 6D: Export Data to a Text File</li><li>■ Topic 6E: Merge Access Data with a Word Document</li></ul>