

Course Outline

Access 2007 Level 3

2 Days

Description

This class is designed to cover creating and using advanced query wizards, working with action queries, and working with specialized queries. Students will learn how to create and use Access pages, and learn database management techniques. The course will cover managing table and query properties, and creating macros and macro groups. Students will learn how to customize menus and toolbars, use Web features, and build an automated form using macros.

Prerequisites

- Access 2007 Level 2 or equivalent experience.

Who Should Take This Course?

Users of Access 2007, with an intermediate knowledge of the software's features, who want to learn the advanced end-user functions and features.

Objectives

- ✓ Use advanced query wizards.
- ✓ Work with action queries.
- ✓ Work with specialized queries.
- ✓ Manage databases.
- ✓ Manage table and query properties.
- ✓ Create macros and macro groups.
- ✓ Build an automated form with macros.
- ✓ Customize menus and toolbars.
- ✓ Use web features.

Outline

Using Advanced Query Wizards

- Creating CrossTab Queries
 - Creating a CrossTab Query
- Using Advanced Query Wizards
 - Finding Duplicate Values
 - Finding Unmatched Records

Working with Action Queries

- Creating a New Table from Query Results
 - Creating a Make-Table Query
 - Running the Make-Table Query Again
- Updating Records Using an Action Query
- Appending Records Using an Action Query
- Deleting Records Using an Action Query

Working with Specialized Queries

- Working with Parameter Queries
 - Creating a Parameter Query
 - Creating Advanced Parameter Queries
- Using Queries to Create Forms and Reports
- Creating Total Queries
- Creating an AutoLookup Query
- Using Joins in Queries
 - Understanding Joins
 - Creating an Outer Join Query
 - Creating a Self-Join Query

Database Management

- Managing Database Objects
 - Copying a Database Object
 - Deleting a Database Object
- Managing Database Files
 - Compacting and Repairing a Database File
 - Converting a Database File
- Optimizing Database Performance
 - Using the Table Analyzer
 - Using the Performance Analyzer
 - Using the Database Documenter

Managing Table and Query Properties

- Understanding Field Properties of Tables
- Using Validation Rules
 - Setting the Validation Rule Property
 - Requiring Data Entry
 - Allowing Zero-Length Data Entry
- Indexing Fields
 - Setting the Indexed Property
 - Using the Indexes Window
 - Creating a Multiple Field Index
- Changing the Decimal Places Property
- Working with the Input Mask
 - Using the Input Mask Wizard with a Text Field

- Using the Input Mask Wizard with a Date/Time Field

- Creating an Input Mask Manually

- Working with the Display Control Property

- Setting and Changing Table Properties

- Setting the Description Property

- Setting the Validation Rule and Validation Text Properties

- Setting the Filter Property

- Setting the Order By Property

- Working with Properties in Queries

- Working with Field Properties in Queries

Creating Macros and Macro Groups

- Understanding Macros

- Macro Categories

- Creating a Macro

- Executing a Macro

- Debugging a Macro

- Creating Macro Groups

- Running Macros in Macro Groups

- Assigning Macros to Keys and the Toolbar

- Assigning a Macro to a Key

- Assigning a Macro to a Toolbar

- Creating a Macro that Runs Automatically

Building an Automated Form with Macros

- Understanding Form Events

- Working with the Open Event

- Working with the Click Event

- Setting the Command Button Control with the Wizard

- Setting the Command Button Control Manually

- Using a Conditional Macro with an Exit Event

- Creating a Conditional Macro

- Setting the On Exit Event Property

- Setting a Control's Value After an Exit Event

- Working with the Mouse Event

- Actions in the TipOn Macro

- Actions in the TipOff Macro

- Error Trapping with a Click Event

- Actions in the Next Macro

- Summarizing Events and Macro Actions

- Events and Event Properties Summary

- Macro Actions Summary

Customizing Menus and Toolbars

- Creating a Custom Menu

- Adding Macro Groups to Toolbars and Menus

- Understanding the Regions Macro Group

Using Web Features

- Creating Hyperlinks

- Understanding Hyperlinks

- Creating a Hyperlink

- Exporting a Database for the Web

- Understanding the World Wide Web

- Exporting a Database Object to HTML Format

- Exporting a Database Using the Web

- Publishing Wizard

Appendix: Using the Expression Builder