Microsoft Access 2007
Level 3

Overview

The course begins by teaching the student how to properly design and build databases with more than just two-table structures. The knowledge and skills acquired in previous levels to build relatively simple table structures will help them to tackle the more thorny issues associated with building fully relational and multiple table database structures. Once the tables are constructed and related the student is taught how to build more complex and advanced queries, forms, and reports from these structures. Advanced queries which aggregate, change and also analyse data are covered in this course. Automation concepts learnt in Level 2 are built on by teaching some more advanced macro techniques and a primer introduction to VBA is presented so that the student can see the major strengths and weaknesses of both macros and VBA.

Target Audience

This publication is primarily designed for people with a good working knowledge of Access who need to know how how to perform more complex tasks in Microsoft Access 2007, creating sophisticated and advanced relational databases.

Pre-requisites

This publication assumes that you can create a database file, store and manage data. it would also be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

Objectives

At the completion of Microsoft Access 2007 Level 3 you should be able to:

- create a relational database file with multiple tables
- set table relationships and join tables together
- design a relational database project
- create queries based on one or more tables
- create and work with aggregation queries
- create and use a series of action queries
- work with a number of macro techniques
- create some simple programming code using VBA

Course Duration is 1 day - Class style

Contents

The course focuses on practical work within Microsoft Access 2007 giving learners ample opportunity to use their newly acquired skills through a series of graded exercises.