

## MICROSOFT ACCESS 2007 ADVANCED

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MS Access 2007  
Advanced



**COURSE LENGTH: 1.0 DAYS**

This advanced course in Access 2007 is designed to help you achieve a high level of expertise in using the various advanced features of the application such as working with forms, fields and records, managing multiple databases, structuring data queries and more.

The PD Training Microsoft Access 2007 Advance Training Course covers topics such as creating charts and reports, sharing data in Excel, managing relational databases, running SQL queries and much more.

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth.

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## MICROSOFT ACCESS 2007 ADVANCED COURSE OUTLINE

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### FOREWORD

This workshop is designed to teach you a deeper understanding of Access 2007 in a practical way. You will learn how to use the advanced features of Access to help you better manage your database. This workshop incorporates a hands-on approach to learning. You will get both teaching and a chance to practice some of the advanced features right on a computer.

This workshop is meant to provide a safe learning environment where you can practice and learn Access 2007 advanced functions without worrying about making mistakes. Making mistakes is a part of learning and is expected in this workshop. Taking the time to learn the advanced features of Access 2007 will increase your knowledge on how databases work and make creating and managing an Access 2007 database easier for you.

### Who Should Attend?

Anyone that wants to quickly learn to build and manage databases in Microsoft Access.

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### OUTCOMES

- Use advanced table tasks
- Use advanced form tasks
- Use advanced reporting tasks
- Understand database relationships
- Use advanced query tasks
- Work with SQL
- Link data
- Import data
- Export data
- Use advanced database tools

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### MODULES

#### Lesson 1: Getting Started

- Workshop Objectives

#### Lesson 2: Advanced Table Tasks

- Using the Property Sheet
- Adding, Moving & Removing Controls
- Formatting Controls
- Setting the Primary Key

### Lesson 3: Advanced Form Tasks

- Creating a Subform
- Creating a split-form
- Creating a Modal Dialog
- Creating a Pivot Table

### Lesson 4: Advanced Reporting Tasks

- Using Report Sections
- Grouping and Sorting Data
- Adding Calculated Controls
- Creating Labels

### Lesson 5: Understanding Relationships

- Types of Relationships
- Viewing Relationships
- Editing Relationships
- About Referential Integrity
- Establishing Referential Integrity

### Lesson 6: Advanced Query Tasks

- Sorting & Filtering a Query
- Adding Calculated Fields
- Using the Expression Builder
- Using Logical Functions

### Lesson 7: Working with SQL

- What is SQL?
- Understanding SQL Statements
- Basic SQL Syntax
- Uses for SQL in Access

### Lesson 8: Linking Data

- Linking to an Excel Spreadsheet
- Linking to an Access Database
- Linking to a Sharepoint List
- Linking to a Text or XML File
- Other Types of Links

### Lesson 9: Importing Data

- Importing from an Excel Spreadsheet
- Importing from an Access Database
- Importing from a Sharepoint List
- Importing from a Text or XML File
- Other Types of Imports

### Lesson 10: Exporting Data

- Saving an Object as PDF
- Exporting to an Excel Spreadsheet
- Exporting to a Word Document or Text File
- Other Types of Exports

### Lesson 11: Advanced Database Tools

- Using the Database Documenter
- Analysing Table Performance
- Analysing Database Performance
- Compact & Repair a Database

### Lesson 12: Wrapping Up

- Words From the Wise

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## WEB LINKS

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- [View this course online](#)
- [In-house Training Instant Quote](#)