

## Microsoft Access 2007 Level 2

<b>General Description</b>	The aim of this course is to build on the introductory skills of Level 1. The student learns how to ensure that data is entered correctly, how to create more sophisticated and complex queries, and is introduced to some basic automation techniques involving macros.
<b>Learning Outcomes</b>	At the completion of Microsoft Access 2007 Level 2 you should be able to: <ul style="list-style-type: none"><li>• use various data validation features in Access to protect data</li><li>• format the data in a table</li><li>• perform more advanced queries using a variety of querying techniques</li><li>• create and use parameter queries</li><li>• create calculated queries</li><li>• create and use macros in Access</li><li>• work with a number of macro techniques</li><li>• create macros on forms</li></ul>
<b>Target Audience</b>	Microsoft Access 2007 Level 2 is designed for users who have an understanding of how tables are created, records are entered, modified, and delete, and how simple queries, reports and forms are created.
<b>Prerequisites</b>	Microsoft Access 2007 Level 2 assumes the student can create databases comprising of tables, simple queries, forms and reports. It would also be beneficial to have a general understanding of personal computers and the Windows operating system environment.
<b>Pages</b>	76 pages
<b>Approx* Duration</b>	6-8 hrs
<b>Course Disk</b>	Many of the topics in Microsoft Access 2007 Level 2 require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at <a href="http://www.watsoniapublishing.com">www.watsoniapublishing.com</a> . Simply follow the student files link on the home page. You will need the product code for this course which is INF744.
<b>Methodology</b>	The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario.
<b>Companion Publications</b>	There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at <a href="http://www.watsoniapublishing.com">www.watsoniapublishing.com</a> .

*\* Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Thursday, October 07, 2010 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



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### Data Validation

- Assigning Default Values
- Validation Rules And Text
- Validating Numbers
- Setting Required Fields
- Working With Validations

### Formatting Tables

- Changing Column Widths
- Formatting Cells In The Table
- Changing Fonts
- Moving Columns In A Table
- Freezing Columns In A Table
- Hiding Columns In A Table
- Unhiding Columns

### Querying Techniques

- Modifying A Saved Query
- Creating AND Queries
- Creating OR Queries
- Querying Numeric Data
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- Sorting Query Data
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- Querying Using Wildcards
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- Using Parameters In Expressions

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- Calculating With Dates
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### Creating And Using Macros

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- Creating A Macro
- Running A Macro

- Modifying An Existing Macro
- Interacting With The User
- Stepping Through A Macro
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### Macro Techniques

- Creating A Print Macro
- Using Conditions To Enhance A Macro
- Creating A Sequence Of Conditions
- Understanding The Versatility Of MsgBox
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### Macros On Forms

- Understanding Macros And Forms
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- Programming An Event
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- Running The Search Macro
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- Naming Macros
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### Concluding Remarks

Your supplier is:

**Product Information**