

# Access 2007: Intermediate

(Course Number: OFFT-3879)

## Topic-Level Outline

**Prerequisites:** *Access 2007: Basic* or equivalent experience

Participants will learn how to normalize data; work with Lookup fields and subdatasheets; create join queries; add objects to forms, print reports and labels; create charts; and use PivotTables and PivotCharts.

- 1) Table Relationships.....PowerPoint, Chapter 5 pgs. 145-175**
  - a) Lookups ..... pgs. 139-144
  - b) One to One..... pg. 166
  - c) One to Many ..... pgs. 145-150,159-165
  - d) Many to Many..... pg. 168
  - e) Referential Integrity..... pg. 156
  - f) Printing relationships
  - g) Cascading Updates and Deletes..... pg. 157-158
  
- 2) Querying Related Tables .....Chapter 6 pgs. 183-240**
  - a) Types of joins ..... pgs. 203-209
  - b) Changing join types..... pgs. 205-208
  - c) Functions: nz, iif, datepart, datediff..... pgs. 229-250,233
  - d) Calculating time
  - e) Find Unmatched Records Query Wizard..... pg. 209
  
- 3) Creating Forms from Related Tables .....Chapter 13, pgs. 389-422**
  - a) One to Many (datasheet)..... pgs. 420-421
  - b) One to Many (embedded) ..... pg. 422
  - c) Adding Combo boxes and simple command buttons..... pgs. 417-419
  
- 4) Reports from Related Tables..... Chapters 10 & 11 pgs. 293-354**
  - a) One to Many Reports
  - b) Including parameter prompts in report headers
  - c) Reports in design view
  
- 5) Creating Pivot Tables and Pivot Charts.....Chapter 9 pgs. 263-288**
  - a) Access Pivot Tables ..... pgs. 273-285
  - b) Access Pivot Charts ..... pgs. 286-289
  - c) Using Excel Pivot Tables and Charts with Access data
  
- 6) Templates**
  
- 7) Online Web Sites**