

## Access 2007: Level 2 [MCAS Certified] + CertBlaster & CBT

**Publisher:** CourseILT

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**Version:** 1

**Course Length:** 1-day (6+ hours)

**Prerequisites:** Access 2007: Level 1

**What's in Access 2007: Level 2 [MCAS Certified] + CertBlaster & CBT:**

This ILT Series course, rated 4.9/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in Access 2007: Level 1. Students will learn how to normalize data; work with Lookup fields and subdatasheets; create join queries; create objects to forms, print reports and labels; create charts; and use PivotTables and PivotCharts. Comes with CertBlaster exam prep software (download) and a companion CBT program.

Designated as Approved Courseware for the Microsoft Certified Application Specialist program, this course will help students prepare for the Access 2007 exam (70-605). For comprehensive certification training, students should complete Access 2007: Level 1, 2, and 3.

### Topic-Level Outline

#### Unit 1 : Relational databases

*Topic A: \* Database normalization*

- A-1: Discussing the first normal form
- A-2: Discussing the second and third normal forms
- A-3: Using the Table Analyzer
- A-4: Identifying object dependencies

*Topic B: \* Relating tables*

- B-1: Establishing a one-to-one table relationship
- B-2: Establishing a one-to-many table relationship
- B-3: Establishing a many-to-many table relationship
- B-4: Printing table relationships

*Topic C: \* Implementing referential integrity*

- C-1: Planning table relationships
- C-2: Working with orphan records
- C-3: Setting cascading deletes
- C-4: Testing cascading deletes
- C-5: Using cascading updates

#### Unit 2 : Related tables

*Topic A: \* Lookup fields*

- A-1: Creating a lookup field
  - A-2: Creating a multivalued lookup field
- Topic B: \* Modifying lookup fields*
- B-1: Modifying lookup field properties
  - B-2: Changing a text box to a combo box

*Topic C: \* Subdatasheets*

- C-1: Using a subdatasheet

#### Unit 3 : Complex queries

*Topic A: \* Joining tables in queries*

- A-1: Creating a query using the Simple Query Wizard
- A-2: Creating a join in Design view
- A-3: Creating an outer join
- A-4: Creating a join with an intermediate table
- A-5: Creating a self-join query
- A-6: Finding records that do not match between tables
- A-7: Finding duplicate records
- A-8: Deleting tables from a query

*Topic B: \* Calculated fields*

- B-1: Creating a calculated field
- B-2: Modifying the format of a displayed value
- B-3: Using the Expression Builder

*Topic C: \* Summarizing and grouping values*

- C-1: Creating a query to display summary values
- C-2: Using queries to concatenate values

#### Unit 4 : Advanced form design

*Topic A: \* Adding unbound controls*

- A-1: Drawing a rectangle around a control
- A-2: Changing tab order
- A-3: Grouping controls

*Topic B: \* Adding Graphics*

- B-1: Adding a graphic to a form
- B-2: Embedding a graphic in an unbound object frame

*Topic C: \* Adding calculated values*

- C-1: Binding a control to a calculated field
- C-2: Creating a calculated control

*Topic D: \* Adding combo boxes*

D-1: Adding a combo box to a form

D-2: Modifying the properties of a combo box

*Topic E: \* Advanced form types*

- E-1: Creating a multiple item form
- E-2: Creating a split form
- E-3: Creating a datasheet form
- E-4: Creating a subform

#### Unit 5 : Reports and printing

*Topic A: \* Customized headers and footers*

- A-1: Adding a report header
- A-2: Adding a report footer
- A-3: Applying conditional formatting
- A-4: Keeping parts of a report on the same page
- A-5: Adding controls to group footers
- A-6: Forcing a new page

*Topic B: \* Adding calculated values*

- B-1: Working with the DateDiff function
- B-2: Using the Iif function

*Topic C: \* Printing*

- C-1: Printing a table
- C-2: Printing a database document

*Topic D: \* Labels*

- D-1: Creating labels

#### Unit 6 : Charts

*Topic A: \* Charts in forms*

- A-1: Creating a chart in a form
- A-2: Modifying a chart in a form

*Topic B: \* Charts in reports*

- B-1: Adding a chart to a report
- B-2: Modifying a chart in a report

#### Unit 7 : PivotTables and PivotCharts

*Topic A: \* PivotTables*

- A-1: Examining PivotTable view
- A-2: Adding fields to a PivotTable

*Topic B: \* Modifying PivotTables*

- B-1: Creating totals
- B-2: Moving fields in a PivotTable
- B-3: Showing and hiding details in a PivotTable
- B-4: Formatting fields

*Topic C: \* PivotCharts*

- C-1: Creating a PivotChart

*Topic D: \* PivotTable forms*

- D-1: Creating a PivotTable form