

# Access 2007

## Intermediate

### Target Audience & Purpose

Access Intermediate is for people who can already create simple databases, and want a Forms-driven database with basic automation.

### Objectives

By the end of the course participants should be able to:

Export data from Access to other applications	Use charts in Access
Set table field properties	Create subforms and subreports
Design advanced queries and action queries	Use hyperlinks in Access

### Prerequisites

Participants should be already:

Create a database	Create table relationships
Define the fields and properties for a table	Create forms and modify the appearance of forms
Create simple calculation and select queries	Perform calculations in forms
Link tables using queries	Create and modify reports

### Inclusions

Comprehensive step-by-step training manual	Free telephone support
Light lunch and refreshments	

### Exporting Data

- Exporting Data to an Excel Workbook
- Saving Export Setup
- Dragging and Dropping Data into Excel
- Creating Word Mail Merge Documents

### Using Advanced Database Features

- Importing Data
- Linking Data to an Access Table
- Using the Linked Table Manager
- Exporting Data,
- Converting Files
- Printing a Relationship Document
- Compacting a Database
- Using Name AutoCorrect
- Backing Up a Database

### Using Subforms / Subreports

- Working with Subforms/Subreports
- Creating a Subform/Subreport
- Editing the Layout of a Subform
- Displaying a Subform in Datasheet View
- Displaying a Subform/Subreports Total

### Using PivotTables and PivotCharts

- Creating a PivotTable View
- Creating a PivotChart View
- Using Other Form Techniques

### Using Other Form Techniques

- Creating a Split Form
- Converting an Existing Form to a Split Form
- Editing a Split Form
- Adding a Command Button
- Saving a Form as a Report

### Using Controls and Layouts

- Switching Views
- Using Controls
- Using Control Layouts
- Using a Stacked Layout
- Using a Tabular Layout
- Removing a Control from a Layout
- Moving Controls
- Viewing the Properties of an Object
- Changing a Control Property
- Manipulating Controls

### Using Charts

- Creating a Chart
- Adding a Chart to a Form or Report
- Activating Microsoft Graph to Edit
- Changing the Chart Type
- Changing the Chart Title
- Formatting the Chart Title
- Adding Data Labels to a Chart

### Creating Macros

- Working with Macros
- Opening the Macro Tools Window
- Creating a Macro
- Displaying Macro Design Arguments
- Assigning an Argument to an Action
- Saving a Macro
- Using Single Step Mode for Testing
- Running a Macro
- Editing an Existing Macro

### Using Macros

- Using Properties
- Creating Embedded Macros
- Assigning a Macro to a Control
- Creating a Command Button
- Adding a Condition to a Macro
- Creating a Group Macro
- Creating an Autoexec Macro
- Collecting Data by E-mail
- Understanding When to Use Data Collection
- Using the Collect Data By E-mail Messages Wizard
- Setting Data Collection by E-mail Options
- Manually Processing Replies

### Customising the Navigation Pane

- Creating Custom Categories
- Creating Custom Groups
- Adding Database Objects to a Group
- Showing/Hiding the Unassigned Objects Group
- Deleting Objects from a Group