



Microsoft Access 2007 Intermediate with Windows 7 Course Outline

Section 1 - Importing and Exporting

- Import an Excel List
- Import an Access Object
- Import a Text File
- Export Data to Excel

Section 2 - Creating Relationships

- One-to-One Relationship
- One-to-Many Relationship
- Many-to-Many Relationship
- Set Relationships
- Referential Integrity
- Remove Relationships
- View Relationships in Subdatasheet

Section 3 - Advanced Queries

- Parameter Queries
- Criteria
- Between Option
- Calculations in Queries
- Action Queries
- Make-Table Query
- Append Query
- Update Query
- Delete Query

Section 4 - Advanced Forms

- Calculations in Forms
- Calculated Fields
- Combo Boxes
- Use the Properties Window
- Use the Control Wizard
- Subforms

Section 5 - Creating Groups and Totals

- Use Report Wizard to Create Groups
- Sort and Group Button
- Page Breaks in Reports
- Add a Force New Page
- Create Calculations in Reports
- Create a Running Sum

Section 6 - Introduction to Macros

- Create a New Macro
- Create OpenQuery Macro
- Execute Macros
- Assign a Macro to a Button
- Chain Macros
- AutoExec Macro

Appendix - Windows 7 Tips

- Windows 7 Basics
- Recent Documents on Start Menu
- Recent Documents on Jump List