



Software School, Inc.
135 Main St.
Flemington, NJ
08822
908.788.7228
Fax 908.788.7097
www.swschool.com
info@swschool.com



Microsoft Access 2007 topics

Beginner

Getting started

Database concepts
Exploring the Access environment
Getting help

Databases and tables

Planning and designing databases
Exploring tables
Creating tables

Fields and records

Changing the design of a table
Finding and editing records
Organizing records

Data entry rules

Setting field properties
Working with input masks
Setting validation rules

Basic queries

Creating and using queries
Modifying query results and queries
Performing operations in queries

Using forms

Creating forms
Using Design view
Sorting and filtering records

Working with reports

Reports
Modifying and printing reports



Software School, Inc.
135 Main St.
Flemington, NJ
08822
908.788.7228
Fax 908.788.7097
www.swschool.com
info@swschool.com



Microsoft Access 2007 topics

Intermediate

Relational databases

Database normalization
Relating tables
Implementing referential integrity

Related tables

Lookup fields
Modifying lookup fields
Subdatasheets

Complex queries

Joining tables in queries
Calculated fields
Summarizing and grouping values

Advanced form design

Adding unbound controls
Adding Graphics
Adding calculated values
Adding combo boxes
Advanced form types

Reports and printing

Customized headers and footers
Adding calculated values
Printing
Labels

Charts

Charts in forms
Charts in reports

PivotTables and PivotCharts

PivotTables
Modifying PivotTables
PivotCharts
PivotTable forms



Software School, Inc.
135 Main St.
Flemington, NJ
08822
908.788.7228
Fax 908.788.7097
www.swschool.com
info@swschool.com



Microsoft Access 2007 topics

Advanced

Querying with SQL

SQL and Access
Writing SQL statements
Attaching SQL queries to controls

Advanced queries

Creating crosstab queries
Creating parameter queries
Using action queries

Macros

Creating, running, and modifying
macros
Attaching macros to the events of
database objects

Advanced macros

Creating macros to provide user
interaction
Creating macros that require user
input
Creating the AutoKeys and AutoExec
macros
Creating macros for data transfer

Importing, exporting, and linking

Importing objects
Exporting objects
Interacting with XML documents
Linking Access objects
Working with Windows SharePoint
Services

Database management

Optimizing resources
Protecting databases
Setting options and properties

Internet integration

Hyperlink fields
Working with Outlook 2007