



## Access 2007 - Advanced Level

**Full Day:** In this course you will extend your knowledge into some of the more specialized and advanced capabilities of Access by structuring existing data, writing advanced queries, working with macros, enhancing forms and reports, and maintaining a database.

### Structuring Existing Data

- Analyze Tables
- Create a Junction Table
- Improve the Table Structure

### Writing Advanced Queries

- Create Subqueries
- Create Unmatched and Duplicate Queries
- Group and Summarize Records Using Criteria
- Summarize Data Using a Crosstab Query
- Create a PivotTable and a Pivot Chart

### Simplifying Tasks with Macros

- Create a Macro
- Attach a Macro
- Restrict Records Using a Condition
- Validate Data Using a Macro
- Automate Data Entry Using a Macro

### Making Effective Use of Forms

- Display a Calendar on a Form
- Organize Information with Tab Pages
- Display a Summary of Data in a Form

### Making Reports More Effective

- Include a Chart in a Report
- Print Data in Columns
- Cancel Printing of a Blank Report
- Create a Report Snapshot

### Maintaining an Access Database

- Link Tables to External Data Sources
- Manage a Database
- Determine Object Dependency
- Document a Database
- Analyze the Performance of a Database