

Course Syllabus: Microsoft Access 2007 Intermediate

Working with Tables and Fields

Understanding Field Properties
Indexing a Field
Adding a Primary Key to a Table
Inserting, Deleting, and Reordering Fields
Adding Field Descriptions and Captions
Changing the Field Size
Formatting Number, Currency, and Date/Time Fields
Formatting Number, Currency, and Date/Time Fields by Hand
Formatting Text Fields
Setting a Default Value
Requiring Data Entry
Validating Data
Creating an Input Mask
Creating a Lookup Field
Creating a Value List
Modifying a Lookup List

Creating Relational Databases

Understanding Table Relationships
Creating Relationships Between Tables
Enforcing Referential Integrity
Printing and Deleting Relationships
Understanding Relationship Types

Working with Queries

Understanding Different Types of Queries
Creating a Multiple Table Query
Creating a Calculated Field
Working with Expressions and the Expression Builder
Using an IIf Function
Summarizing Groups of Records
Display Top or Bottom Values
Parameter Queries
Finding Duplicate Records
Finding Unmatched Records
Crosstab Queries
Delete Queries
Append Queries
Make-Table Queries
Update Queries

Working with Forms

Creating and Using a Form
Understanding Form Views
Modifying a Form in Layout View
Form Design View Basics
Changing Tab Order
Working with Control Properties
Control Property Reference
Working with Form Properties
Form Property Reference
Changing a Control's Data Source
Creating a Calculated Control
Changing a Control's Default Value
Creating a Subform
Modifying and Working with Subforms