

## Course ACS0702: Microsoft Access 2007 – Intermediate Level

**One Day, Instructor Led**

### Prerequisites

- Access 2007 - Basic

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### Course Details

#### Unit 1: Relational databases

- Database normalization
- Relating tables
- Implementing referential integrity

#### Unit 2: Related tables

- Lookup fields
- Modifying lookup fields
- Subdatasheets

#### Unit 3: Complex queries

- Joining tables in queries
- Calculated fields
- Summarizing and grouping values

#### Unit 4: Advanced form design

- Adding unbound controls
- Adding Graphics

- Adding calculated values
- Adding combo boxes

#### Unit 5: Reports and printing

- Customized headers and footers
- Adding calculated values
- Printing

#### Unit 6: Charts

- Charts in forms
- Charts in reports

#### Unit 7: PivotTables and PivotCharts

- PivotTables
- Modifying PivotTables
- PivotCharts
- PivotTable forms

### Course Inclusions:

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Note