



Microsoft Access 2007 Intermediate

1.0 Working with Field Properties

- 1.1 Add a Primary Key to a Table
 - 1.2 Insert, Delete, and Reorder Fields
 - 1.3 Change a Field's Data Type
 - 1.4 Change the Field Size
 - 1.5 Adding a Caption
 - 1.6 Create a List of Values for a Field
- Lab

2.0 Creating Relational Databases

- 2.1 Understanding Table Relationships
 - 2.2 Creating Relationships Between Tables
 - 2.3 Enforcing Referential Integrity
 - 2.4 Printing and Deleting Table Relationships
 - 2.5 Overview Relationship Types
- Lab

3.0 More on Queries

- 3.1 Create Query Joins
 - 3.2 Relate Data Within a Table
 - 3.3 Set Query Properties
 - 3.4 Create a Calculated Field
- Lab

4.0 Enhancing Forms

- 4.1 Design a Form Layout
 - 4.2 Improve the Appearance of a Form
 - 4.3 Add a Command Button to a Form
 - 4.4 Create a Subform
- Lab

5.0 Customizing Reports

- 5.1 Organize Report Information
 - 5.2 Format the Report
 - 5.3 Set Report Control Properties
 - 5.4 Control Report Pagination
 - 5.5 Summarize Report Information
- Lab

6.0 Integrate Data With Other Applications

- 6.1 Import Data into Access
 - 6.2 Export Data
 - 6.3 Analyze Access Data in Excel
 - 6.4 Export Data to a Text File
 - 6.5 Merge Access Data with a Word Document
- Lab