

Microsoft ®

Access 2007 Course Outline

Intermediate Level
1 Day Course



REVISING WHAT'S NEW IN ACCESS 2007

- New features
- Database templates
- Enhanced datasheet views
- Security warnings and the Trust Centre

MODIFYING FIELDS

- Applying and modifying data types
- Modifying column data types
- Formatting text data type
- Memo data type
- Formatting hyperlink data type
- Formatting date/time
- Database object naming conventions
- Converting between data types
- Changing a field to a different data type

LOOKUP FIELDS

- Creating and editing a lookup field or column
- Creating a lookup from value in a table or query
- Creating a lookup from value you type in

VALIDATION RULES

- Creating different validation rules

INPUT MASKS

- Creating different input masks in a field

DEFAULT VALUES

- Applying different default values into a field

MANDATORY FIELDS

- Setting required fields in a database

BASICS OF RELATIONSHIPS

- Creating valid relationships
- Identifying a related table
- Creating relationships
- Deleting relationships
- Creating a primary and composite key

CREATING RELATIONSHIPS

- Creating a one-to-one
- Creating a one-to-many
- Creating a many-to-many
- Modifying relationships
- Creating relationships between tables
- Enabling cascade options
- Deleting relationships

APPLYING INNER AND OUTER JOINS

- Applying an inner join
- Applying an outer join

APPLYING AND USING REFERENTIAL INTEGRITY

- What is referential integrity?
- Setting referential integrity within relationships

APPLYING AUTOMATIC DELETION OF RELATED RECORDS

- Cascade options
- Cascade update related fields
- Cascade delete related records

QUERY TYPES

- Enabling the content
- Creating and using a query to update data
- Populating data in the table
- Creating an update query
- Creating and using queried to delete data within a table
- Creating an Update Query
- Creating and using a query to delete data within a table
- Creating a make-table query
- Creating an append query

GROUPING INFORMATION IN A QUERY

- Using aggregate functions
- Using functions
- Using COUNT, SUM, AVG, MIN and MAX