

Access 2007: Intermediate

Prerequisites: *Access 2007: Basic, First Look Edition* or equivalent experience

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: Advanced reports

Customized headers and footers
Adding calculated values
Subreports

Unit 6: Charts

Charts in forms
Charts in reports

Unit 7: PivotTables and PivotCharts

PivotTables
Modifying PivotTables
PivotCharts

Unit 8: Internet integration

Hyperlink fields
Working with Outlook 2007