

## Access 2007: Advanced

1 Day

### Prerequisites

- Access 2007: Basic

### Objectives

Per the specified learning objects identified in the outline

#### Section 1: Advanced Data Management

##### **Lesson 1.1: Referential Integrity**

Using the Relationships View and Ribbon

Types of Relationships

Establishing Referential Integrity

Enforcing Referential Integrity

Testing Referential Integrity

##### **Lesson 1.2: Table Relationships**

About Join Lines

Normalizing Tables

Using Cascade Delete and Cascade Update

Setting Fields for Indexing

Using the Index

##### **Lesson 1.3: Switchboards**

Using a Switchboard vs. Using the Navigation

Pane and Ribbon

Using the Switchboard Manager

Creating a Switchboard

Editing a Switchboard

Deleting a Switchboard

##### **Lesson 1.4: Modal Dialogue Boxes**

Creating a Modal Dialogue Box

Adding Controls

Setting Properties

Formatting your Dialogue Box

#### Section 2: Advanced Form Tasks

##### **Lesson 2.1: Using Subforms**

Creating a Subform

Modifying a Subform

Working with a Subform

Synchronizing Subform Data with a Main Form

Displaying a Subform within a Main Form

##### **Lesson 2.2: Advanced Form Tasks**

Limiting User Access to a Form

Creating Check Boxes and Command Buttons

Creating Event Procedures

Customizing Error Messages

##### **Lesson 2.3: Exporting Your Form**

Sending a Form via E-Mail

Managing Replies

Exporting your Form to XML

##### **Lesson 2.4: Using Outlook and SharePoint with Access**

Creating an RSS Feed for Outlook

Importing Contacts from Outlook

Importing Contacts from a SharePoint Server

Moving your Database to a SharePoint Server

Publishing to a Web Server

#### Section 3: Pivoting Data

##### **Lesson 3.1: Creating a PivotTable**

About PivotTables

Creating a PivotTable

More about PivotTable Fields

Completing your PivotTable

## **Access 2007: Advanced**, continued

### ***Lesson 3.2: Creating a PivotChart***

About PivotCharts  
Creating a PivotChart  
More about PivotChart Fields  
Completing Your PivotChart

### ***Lesson 3.3: Using PivotTables and PivotCharts***

Using a PivotTable  
Using a PivotChart  
Editing a PivotTable or a PivotChart  
Common PivotTable and PivotChart Editing  
Commands  
Creating a PivotTable and PivotChart from the  
Same Object

## **Section 4: Access and Windows**

### ***Lesson 4.1: Access and Windows***

Recovering Access  
Starting Access on Windows Boot  
Using Office Diagnostics  
Checking for Updates

### ***Lesson 4.2: Using the Access Viewer***

What is the Access Viewer?  
Downloading the Viewer  
Using the Viewer

### ***Lesson 4.3: An Introduction to SQL***

What is SQL?  
Parts of an SQL Statement  
SQL Keywords  
Adding Where Clauses