

Microsoft Access 2007 Level-2

This course utilizes and includes the Thomson ILT series book for Office 2007. This book features a companion CBT program CD and builds on the skills and concepts taught in Access 2007: Level 1. Students will learn how to normalize data; work with Lookup fields and subdatasheets; create join queries; add objects to forms, print reports and labels; create charts; and use PivotTables and PivotCharts.

Book Contents:

Unit 1: Relational databases

Topic A: Database normalization

Topic B: Relating tables

Topic C: Implementing referential integrity

Unit 2: Related tables

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Topic B: Modifying lookup fields

Topic C: Subdatasheets

Unit 3: Complex queries

Topic A: Joining tables in queries

Topic B: Calculated fields

Topic C: Summarizing and grouping values

Unit 4: Advanced form design

Topic A: Adding unbound controls

Topic B: Adding Graphics

Topic C: Adding calculated values

Topic D: Adding combo boxes

Topic E: Advanced form types

Unit 5: Reports and printing

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Unit 6: Charts

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