

# Microsoft Access 2007 - Module 2

**Course Duration:** Two half days

**Prerequisites:** Microsoft Access 2007 – Module 1, or equivalent

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## Working with Queries

Understanding the Different Types of Queries  
Creating a Multiple Table Query  
Creating a Calculated Field  
Working with Expressions and the Expression Builder  
Using an IIF Function  
Summarizing Groups of Records  
Display Top or Bottom Values  
Parameter Queries  
Finding Duplicate Records  
Finding Unmatched Records  
Crosstab Queries  
Delete Queries  
Append Queries  
Make-Table Queries  
Update Queries

## Working with Forms

Creating and Using a Form  
Understand Form Views  
Modifying a Form in Layout View  
Form Design View Basics  
Changing Tab Order  
Working with Control Properties  
Control Property Reference  
Working with Form Properties  
Form Property Reference  
Changing a Control's Data Source  
Creating a Subform  
Modifying and Working with Subforms

## Working with Reports

Creating a Report  
Adding a Logo  
Working in Design View  
Adjusting Page Margins and Orientation  
Adding Page Numbers and Dates  
Grouping and Sorting Records  
Summarize Data Using Totals  
Understanding Report Sections

## Formatting Forms and Reports

Formatting Fonts  
Changing Text Alignment  
Changing Colors  
Applying Special Effects  
Using Conditional Formatting  
Adding Pictures, Lines, and Gridlines  
Using AutoFormat

## Working with Macros

Creating and Running a Macro  
Editing a Macro  
Working with Macro Groups  
Assigning a Macro to an Event  
Creating Conditional Expressions  
Assigning a Macro to a Keystroke Shortcut  
Macro Action Reference

## Advanced Topics

Importing Information  
Exporting Information  
Linking Information from an External Source  
Using Hyperlink Fields  
Displaying Database Object Dependencies  
Setting a Password in Access  
Compacting and Repairing a Database