

# Access 2007: Intermediate

## Topic-Level Outline

---

**Days:** 1

**Prerequisites:** *Access 2007: Basic* or equivalent experience

### **Unit 1: Relational databases**

**Topic A:** Database normalization

**Topic B:** Relating tables

**Topic C:** Implementing referential integrity

### **Unit 2: Related tables**

**Topic A:** Lookup fields

**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**

**Topic A:** Customized headers and footers

**Topic B:** Adding calculated values

**Topic C:** Printing

**Topic D:** Labels

### **Unit 6: Charts**

**Topic A:** Charts in forms

**Topic B:** Charts in reports

**Unit 7: PivotTables and PivotCharts**

**Topic A:** PivotTables

**Topic B:** Modifying PivotTables

**Topic C:** PivotCharts

**Topic D:** PivotTable forms