



## Course Outline

# Microsoft® Access 2007-2010-2013 Level 2

### Lesson 1: Controlling Data Entry

- Topic 1A: Restrict Data Entry Using Field Properties
- Topic 1B: Establish a Pattern for Entering Field Values
- Topic 1C: Create a List of Values for a Field

### Lesson 2: Joining Tables

- Topic 2A: Create Query Joins
- Topic 2B: Join Unrelated Tables
- Topic 2C: Relate Data Within a Table

### Lesson 3: Creating Flexible Queries

- Topic 3A: Set Select Query Properties
- Topic 3B: Create Parameter Queries
- Topic 3C: Create Action Queries

### Lesson 4: Improving Forms

- Topic 4A: Design a Form Layout
- Topic 4B: Enhance the Appearance of a Form
- Topic 4C: Restrict Data Entry in Forms
- Topic 4D: Add a Command Button to a Form
- Topic 4E: Create a Subform

### Lesson 5: Customizing Reports

- Topic 5A: Organize Report Information
- Topic 5B: Format the Report
- Topic 5C: Set Report Control Properties
- Topic 5D: Control Report Pagination
- Topic 5E: Summarize Report Information
- Topic 5F: Add a Subreport to an Existing Report
- Topic 5G: Create a Mailing Label Report

### Lesson 6: Sharing Data Across Applications

- Topic 6A: Import Data into Access
- Topic 6B: Export Data
- Topic 6C: Analyze Access Data in Excel
- Topic 6D: Export Data to a Text File
- Topic 6E: Merge Access Data with a Word Document