

## Microsoft Access 2007 Advanced – 1 Day

This manual will cover some of the more advanced functionality provided by Access 2007. This will expand on the topics covered in the Intermediate Course as well as cover new material. Also included is a look at the functionality between Access 2007 and other programs, as well as the Microsoft Windows operating system.

In this course the following areas will be covered, we can also teach this content in either Access XP or 2003 where appropriate

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### Section One: Advanced Data Management

- Referential Integrity
- Table Relationships
- Switchboards
- Modal Dialogue Boxes

### Section Two: Advanced Form Tasks

- Using Subforms
- Advanced Form Tasks
- Exporting your Form
- Using Outlook & Sharepoint with Access

### Section Three: Pivoting Data

- Creating a Pivot Table
- Creating a Pivot Chart
- Using Pivot Tables & Charts

### Section Four: Access & Windows

- Access & Windows
- Using the Access Viewer
- An Introduction to SQL



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