

Microsoft Access Intermediate 2007 – 1 Day

This course will expand on topics that were covered in the Foundation manual as well as introduce some of the more powerful features of Access.

More advanced work will be undertaken in Forms, Reports and Queries. A Whole range of Queries and Query types will be explored here. You will also look at Access interacting with other software applications.

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

Section One: Advanced File Task

- Using My Computer within Access
- Database Management
- Saving your Files
- Exporting Files
- Linking Files

Section Two: Working with Tables

- Customizing Tables
- Formatting Tables
- Controlling Table Data Entry
- Managing Table Data Entry

Section Three: Working with Forms

- Basic Form Controls
- Advanced Form Controls
- Formatting your Form
- Formatting Controls
- Formatting Records

Section Four: Working with Reports

- Organising Report Data
- Formatting Reports
- Common Report Tasks

Section Five: Working with Queries

- Basic Queries
- Multiple Table Queries
- Advanced Queries
- Management (Action) Queries



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