



CenterPoint Solution, LLC

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MICROSOFT® ACCESS® - ADVANCED LEVEL 2007

Course Description:

In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Access by structuring existing data, writing advanced queries, working with macros, enhancing forms and reports, and maintaining a database.

Who Should Take This Course:

The Level 3 course is for the individual whose job responsibilities include working with related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance.

Achieved Results:

You will create complex Access® databases by structuring existing data, writing advanced queries, working with macros, making effective use of forms and reports, and also by performing database maintenance.

Course Outline:

- Restructure data into appropriate tables to ensure data dependency and minimize redundancy®
- Write advanced queries to analyze and summarize data®
- Create and revise Access® macros®
- Display data more effectively in a form®
- Customize reports by using various Access® features, thus making them more effective
- Maintain your database using tools provided by Access®