



CenterPoint Solution, LLC

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MICROSOFT® ACCESS® - BEGINNING LEVEL 2007

Course Description:

In this course, you will examine the basic database concepts, and create and modify databases and their various objects using the Microsoft® Office Access® 2007 relational database application.

Who Should Take This Course:

This course is designed for students who wish to learn the basic operations of the Access® database application to perform their day-to-day responsibilities, and to understand the advantages that using a relational database application can bring to their business processes. The Level course is for the individual whose job responsibilities include designing and creating new databases, tables, and relationships; creating and maintaining records; locating records; and producing reports based on the information in the database.

Achieved Results:

You will create and modify new databases and their various objects.

Course Outline:

- Examine the basic database concepts and explore the Microsoft® Access® 2007 environment
- Design a simple database
- Build a new database with related tables
- Manage data in a table
- Query a database using different methods
- Design forms
- Generate reports