



CenterPoint Solution, LLC

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MICROSOFT® ACCESS® - INTERMEDIATE LEVEL 2007

Course Description:

In this course, you will consider how to maintain data consistency, how to customize database components, and how to share Access® data with other applications.

Who Should Take This Course:

The course is for individuals whose job responsibilities include maintaining data integrity; handling complex queries, forms, and reports; and sharing data between Access® and other applications. This course is also a prerequisite to taking more advanced courses in Access® 2007.

Achieved Results:

You will maintain data consistency and integrity; improve queries, forms, and reports; and also integrate Microsoft® Access® 2007 with other applications.

Course Outline:

- Modify the design and field properties of a table to streamline data entry and maintain data integrity
- Retrieve data from tables using joins
- Create flexible queries to display specified records, allow for user-determined query criteria, and modify data using queries
- Enhance the capabilities of a form
- Customize reports to organize the displayed information and produce specific print layouts.
- Share data across different applications