

Microsoft Access 2007 Intermediate Level

Course Objectives:

This course is designed for users of Microsoft Access with some experience. Delegates will learn how to enhance their skills for analysing data and producing reports in Access.

Prior Knowledge Required:

Delegates should have attended an Access Introductory Level course or have attained equivalent knowledge.

Course Duration: 1 day

Introduction

- Access Revision Exercise

Importing Objects and Data into Tables

- Inserting an OLE Object
- Adding Records from Another Access Table
- Importing and Linking Data

Using Queries

- Creating and Formatting Calculated Fields
- Using Aggregate Functions in Queries
- Creating Criteria Using Expression Builder
- Action Queries
- Using Cross Tab Queries
- Using Parameter Queries
- Creating Make Tables Queries
- Creating an Auto Lookup Query

Multiple Tables and Relationships

- Defining Relationships
- Joining Tables in Queries

Producing Reports

- Creating a Report
- Viewing a Report
- Editing and Formatting a Report
- Printing and Print Preview



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