STATE OF MISSOURI
Center FOR
MANAGEMENT AND
Professional Development

Information Technology and Computer Skills Training

Access 2007 - Advanced

Where: Jefferson City, 1738 E Elm Lower Level

Time: 8:00 a.m. - 4:00 p.m.

Investment: $125.00

Course Content

STRUCTURING EXISTING DATA
- Analyze Tables
- Create a Junction Table
- Improve Table Structure

WRITING ADVANCED QUERIES
- Create Subqueries
- Create Unmatched and Duplicate Queries
- Group and Summarize Records Using Criteria
- Summarize Data Using a Crosstab Query
- Create a PivotTable and a PivotChart

SIMPLIFYING TASKS WITH MACROS
- Create a Macro
- Attach a Macro
- Restrict Records Using a Condition
- Validate Data Using a Macro
- Automate Data Entry Using a Macro

MAKING EFFECTIVE USE OF FORMS
- Display a Calendar on a Form
- Organize Information with Tab Pages
- Display a Summary of Data in a Form

MAKING REPORTS MORE EFFECTIVE
- Include a Chart in a Report
- Print Data in Columns
- Cancel Printing of a Blank Report
- Create a Report Snapshot

MAINTAINING AN ACCESS DATABASE
- Link Tables to External Data Sources
- Manage a Database
- Determine Object Dependency
- Document a Database
- Analyze the Performance of a Database

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