STATE OF MISSOURI
Center FOR
MANAGEMENT AND
Professional Development

Information Technology and Computer Skills Training

ACCESS 2007 - INTERMEDIATE

Where: Jefferson City, 1738 E Elm Lower Level

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

Investment: $125.00

Course Content

Lesson 1: Controlling Data Entry
Restrict Data Entry Using Field Properties
Establish a Pattern for Entering Field Values
Create a List of Values for a Field

Lesson 2: Joining Tables
Create Query Joins
Join Unrelated Tables
Relate Data Within a Table

Lesson 3: Creating Flexible Queries
Set Select Query Properties
Create Parameter Queries
Create Action Queries

Lesson 4: Improving Forms
Design a Form Layout
Enhance the Appearance of a Form
Restrict Data Entry in Forms
Add a Command Button to a Form
Create a Subform

Lesson 5: Customizing Reports
Organize Report Information
Format the Report
Set Report Control Properties
Control Report Pagination
Summarize Report Information
Add a Subreport to an Existing Report
Create a Mailing Label Report

Lesson 6: Sharing Data Across Applications
Import Data into Access
Export Data
Analyze Access Data in Excel
Export Data to a Text File
Merge Access Data with a Word Document

Visit our website to find other technical and computer training programs.

www.training.oa.mo.gov