

## **One-on-One Personal Computer Training**

### **Get Started Here**

Microsoft Access is the world's most popular database program.

One-on-One Personal Computer Training provides advanced Access 2007 training that will enable the student to become productive with the product.

### **Learning Outcomes**

This course is designed for people who are already familiar with the basic features of Access 2000.

At the end of the course, the student will be able to:

- ☞ Understand database concepts and terminology
- ☞ Plan and develop advanced databases
- ☞ Create sophisticated tables, forms, queries and reports
- ☞ Work with relationships, properties and controls
- ☞ Add graphics objects
- ☞ Include subdatasheets, subforms and subreports
- ☞ Import, export and link data
- ☞ Create web pages and data access pages
- ☞ Create macros and use them in events for forms and reports
- ☞ Customise toolbars and menus
- ☞ Create automated applications with Access
- ☞ Employ productivity tools such as AutoLookup, the Expression Builder and wizards

### **Structure**

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered. At the end of each lesson there is a:

- ☞ Summary of the lesson, including a list of the skills learned and important terms
- ☞ Questionnaire to test the student's understanding of the lesson
- ☞ Case study for revision or for fast students.

The manual includes a table of contents, an index, a glossary of important terms, tips and review exercises.

## **Advanced Access 2007 for Windows**

### **Contents**

#### **Level 3**

- ☞ Relationships, primary key, joins, referential integrity and cascade options
- ☞ AutoLookup, filtering and indexes
- ☞ Field and table properties
- ☞ Operators, expressions and functions
- ☞ Calculations in forms and reports
- ☞ Selecting records in queries
- ☞ Multi-table forms
- ☞ Form properties, form sections, form tabs and form appearance
- ☞ Option groups, combo boxes and command buttons
- ☞ Creating forms and reports without a Wizard
- ☞ Editing and formatting reports
- ☞ Sorting and grouping
- ☞ Form letters with Access and Word

#### **Level 4**

- ☞ Subdatasheets, subforms and subreports
- ☞ Crosstab queries, parameter queries, query Wizards and action queries
- ☞ Importing, exporting and linking
- ☞ Bound and unbound objects
- ☞ Hyperlinks, static web pages and data access pages
- ☞ Creating, running and editing macros
- ☞ Macro groups and conditions for actions
- ☞ Using macros for events in forms and reports
- ☞ Command buttons and customised toolbars
- ☞ Introduction to automated applications
- ☞ Switchboards, dialogue boxes, menus and toolbars

### **Prerequisites**

Students should already be familiar with PCs and Windows but should have completed the Introduction to Access 2007 Course.

### **Enquiries**

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