

Access 2007 - Level 2

Course Outline

This course concentrates on modifying tables, setting field properties, action query design, the use of operators in queries and advanced query wizards. Students will also learn how to use advanced database features, including backing up a database and importing and exporting data.

In addition, this course focuses on editing forms and reports. Students will learn how to use advanced editing techniques, and how to manipulate controls and layouts.

Prerequisites:

Access 2007, Level 1

Objectives:

- Modify tables
- Set field properties
- Use operators in queries
- Design advanced queries
- Create action queries
- Use advanced query wizards
- Use advanced database features
- Use controls & layouts
- Manipulate form controls in design view
- Use design view
- Use advanced form and report design
- Use editing tools