



Course Length: 1.0 days

Microsoft Access is a useful, powerful tool used to manage and store data for future reference, reporting and analysis. However, many employees do not know how to use the more advanced features of Access and learning on the job may lead to data loss or corruption.

After the participants completed the advanced course, they will understand topics such as creating charts and reports, sharing data in Excel, managing relational databases, running SQL queries and much more.

This training course is now available in Malaysia and Kuala Lumpur.

This Microsoft Access 2007 Advanced training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Click on the In-house tab below to generate an instant quote or enroll now into the next public course date.

Access 2007 Advanced Course Outline

Foreword:

This workshop is designed to teach you a deeper understanding of Access 2007 in a practical way. You will learn how to use the advanced features of Access to help you better manage your database. This workshop incorporates a hands-on approach to learning. You will get both teaching and a chance to practice some of the advanced features right on a computer.

This workshop is meant to provide a safe learning environment where you can practice and learn Access 2007 advanced functions without worrying about making mistakes. Making mistakes is a part of learning and is expected in this workshop. Taking the time to learn the advanced features of Access 2007 will increase your knowledge on how databases work and make creating and managing an Access 2007 database easier for you.

Who Should Attend?

Anyone that wants to quickly learn to build and manage databases in Microsoft Access.

Outcomes:

- Use advanced table tasks
- Use advanced form tasks
- Use advanced reporting tasks
- Understand database relationships
- Use advanced query tasks
- Work with SQL
- Link data
- Import data
- Export data
- Use advanced database tools

Access 2007 Advanced Training Course - Lesson 1 **Getting Started**

- Workshop Objectives

Access 2007 Advanced Training Course - Lesson 2 **Advanced Table Tasks**

- Using the Property Sheet
- Adding, Moving & Removing Controls
- Formatting Controls
- Setting the Primary Key

Access 2007 Advanced Training Course - Lesson 3 **Advanced Form Tasks**

- Creating a Subform
- Creating a split-form
- Creating a Modal Dialog

Access 2007 Advanced Training Course - Lesson 4 **Advanced Reporting Tasks**

- Using Report Sections
- Grouping and Sorting Data
- Adding Calculated Controls



- Creating a Pivot Table

Access 2007 Advanced Training Course - Lesson 5
Understanding Relationships

- Types of Relationships
- Viewing Relationships
- Editing Relationships
- About Referential Integrity
- Establishing Referential Integrity

Access 2007 Advanced Training Course - Lesson 7
Working with SQL

- What is SQL?
- Understanding SQL Statements
- Basic SQL Syntax
- Uses for SQL in Access

Access 2007 Advanced Training Course - Lesson 9
Importing Data

- Importing from an Excel Spreadsheet
- Importing from an Access Database
- Importing from a Sharepoint List
- Importing from a Text or XML File
- Other Types of Imports

Access 2007 Advanced Training Course - Lesson 11
Advanced Database Tools

- Using the Database Documenter
- Analyzing Table Performance
- Analyzing Database Performance
- Compact & Repair a Database

- Creating Labels

Access 2007 Advanced Training Course - Lesson 6
Advanced Query Tasks

- Sorting & Filtering a Query
- Adding Calculated Fields
- Using the Expression Builder
- Using Logical Functions

Access 2007 Advanced Training Course - Lesson 8
Linking Data

- Linking to an Excel Spreadsheet
- Linking to an Access Database
- Linking to a Sharepoint List
- Linking to a Text or XML File
- Other Types of Links

Access 2007 Advanced Training Course - Lesson 10
Exporting Data

- Saving an Object as PDF
- Exporting to an Excel Spreadsheet
- Exporting to a Word Document or Text File
- Other Types of Exports

Access 2007 Advanced Training Course - Lesson 12
Wrapping Up

- Words From the Wise

Web Links:

View this course online:

<http://pdtraining.com.my/courses/access-2007-advanced-training-course>

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