

*Training Course Specification*

**Course:** Microsoft Access 2007; Level 2 - Intermediate

**Duration:** One-Day

**COURSE OBJECTIVES:** To build on some existing database design and/or user experience that may have been gained from the Introduction course.

**WHO SHOULD ATTEND:** People who intend to design databases at intermediate level or improve existing Access databases. Also conversion of databases made in other applications and spreadsheet (flat file) databases.

**EXPERIENCE NEEDED:** This course assumes some experience of database design. However, delegates with some experience in database design will find this course beneficial if they do not know Access.

**COURSE CONTENTS:**

**1: Action Queries**

- Types Of Query
- The Crosstab Query
- The Make Table Query
- The Append Query
- The Delete Query
- The Update Query

**2: Customising Forms**

- Manipulating Data in the Form
- Creating A New Form
- Using the Form Wizard
- Creating A Form With A Subform
- Modifying And Redesigning The Form.

**3: Reports**

- The Report Wizard
- Creating a Report With Calculated Totals
- Using the Chart Wizard
- Altering the Chart
- Using the Label Wizard
- Modifying and Redesigning the Report.
- Publishing Access Data on the Web

**4: Database Replication**

- What Is Database Replication?
- Creating and Maintaining a Replicated Database
- To Use Briefcase To Create A Replica
- Changes Made To A Replicated Database
- Synchronization
- Resolving Synchronization Conflicts
- Convert A Replica Set To Access 2007

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**Related Courses**

Microsoft Access 2007 Level 3

Microsoft Access 2007 Programming

*For further information please contact Sue Parsons Training:*

***Tel: 0118 3059002***

***Email: info@sueparsonstraining.co.uk***

***Web: www.spct.co.uk***