

## Microsoft Access 2007 Module 2

<b>General Description</b>	The skills and knowledge acquired in Microsoft Access 2007 Module 2 are sufficient to be able to use and operate the software at an advanced level.
<b>Learning Outcomes</b>	At the completion of Microsoft Access 2007 Module 2 you should be able to: <ul style="list-style-type: none"><li>• design a relational database project</li><li>• create a relational database file with multiple tables</li><li>• set table relationships and join tables together</li><li>• export records to and import records from a wide variety of sources and applications</li><li>• create queries based on one or more tables</li><li>• create and use parameter queries</li><li>• create calculated queries</li><li>• create and work with aggregation queries</li><li>• create and use a series of action queries</li><li>• modify and adapt an existing form according to specific needs</li><li>• create and use macros in Access</li><li>• work with a number of macro techniques</li><li>• create macros on forms</li><li>• create some simple programming code using VBA</li></ul>
<b>Target Audience</b>	This publication is primarily designed for people who need to know how create fully relational databases, automate operations and perform complex queries in Microsoft Access 2007. It is ideal for people who working in offices, clubs, or for home use.
<b>Prerequisites</b>	This publication assumes that you can create a database file, store and manage data, it would also be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.
<b>Pages</b>	148 pages
<b>Approx* Duration</b>	16 hrs
<b>Course Disk</b>	Many of the topics in Microsoft Access 2007 Module 2 require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at <a href="http://www.watsoniapublishing.com">www.watsoniapublishing.com</a> . Simply follow the student files link on the home page. You will need the product code for this course which is INF742.
<b>Methodology</b>	The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario.
<b>Companion Publications</b>	There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at <a href="http://www.watsoniapublishing.com">www.watsoniapublishing.com</a> .

\* Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Wednesday, January 21, 2009 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



# Microsoft Access 2007

## Module 2

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#### Concluding Remarks

Your supplier is:

**Product Information**