Microsoft Access 2007
Level 2

General Description	The aim of this course is to build on the introductory skills of Level 1. The student learns how to ensure that data is entered correctly, how to create more sophisticated and complex queries, and is introduced to some basic automation techniques involving macros.
Learning Outcomes	At the completion of Microsoft Access 2007 Level 2 you should be able to: • use various data validation features in Access to protect data • format the data in a table • perform more advanced queries using a variety of querying techniques • create and use parameter queries • create calculated queries • create and use macros in Access • work with a number of macro techniques • create macros on forms
Target Audience	Microsoft Access 2007 Level 2 is designed for users who have an understanding of how tables are created, records are entered, modified, and delete, and how simple queries, reports and forms are created.
Prerequisites	Microsoft Access 2007 Level 2 assumes the student can create databases comprising of tables, simple queries, forms and reports. It would also be beneficial to have a general understanding of personal computers and the Windows operating system environment.
Pages	76 pages
Approx* Duration	6-8 hrs
Course Disk	Many of the topics in Microsoft Access 2007 Level 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 www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is INF744.
Methodology	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.
Companion Publications	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 www.watsoniapublishing.com.

* 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 Thursday, October 07, 2010 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

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