Microsoft Access 2007
Level 3

General Description	The skills and knowledge acquired in Microsoft Access 2007 Level 3 are sufficient to automate operations using macros, secure and protect data, and have a general understanding of the programming environment in Microsoft Access 2007.
Learning Outcomes	At the completion of Microsoft Access 2007 Level 3 you should be able to: • design a relational database project • create a relational database file with multiple tables • set table relationships and join tables together • create queries based on one or more tables • create and work with aggregation queries • create and use a series of action queries • work with a number of macro techniques • create some simple programming code using VBA
Target Audience	This publication is primarily designed for people who need to know how to automate operations in Microsoft Access 2007. It is ideal for people who working in offices, clubs, or for home use.
Prerequisites	Microsoft Access 2007 Level 3 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.
Pages	86 pages
Approx* Duration	6-8 hrs
Course Disk	Many of the topics in Microsoft Access 2007 Level 3 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 INF745.
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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