

Microsoft Office Access 2007: Levels 1 – 4 Instructor-Led (Classroom) - One Day Per Level

Level 1 - Course Description

Most organizations maintain and manage large amounts of information. One of the most efficient and powerful ways of managing data is by using relational databases. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will examine the basic database concepts, and create and modify databases and their various objects using the Microsoft® Office Access™ 2007 relational database application.

Who Needs To Attend

This course is designed for students who wish to learn the basic operations of the Microsoft Access database application to perform their day-to-day responsibilities, and to understand the advantages that using a relational database application can bring to their business processes. The Level 1 course is for the individual whose job responsibilities include designing and creating new databases, tables, and relationships; creating and maintaining records; locating records; and producing reports based on the information in the database. Individuals who want to pursue Microsoft Certified Application Specialist certification in Microsoft Office Access 2007 can also take this course.

Prerequisites

Students should have completed the following courses or possess equivalent knowledge before starting this course:

- Windows 2000: Introduction
- Windows XP: Introduction
- Windows XP: Level 1
- Windows XP: Level 2

Course Fee

\$245

Level 2 - Course Description

You have the basic skills needed to work with Microsoft® Office Access™ 2007 databases, including creating and working with Access tables, relationships, queries, forms, and reports. But so far, you have been focusing only on essential database user skills. In this course, you will consider how to maintain data consistency, how to customize database components, and how to share Access data with other applications.

Who Needs To Attend

Microsoft Office Access 2007: Level 2 is designed for students who would like to learn intermediate-level operations of the Microsoft Office Access program. The Level 2 course is for individuals whose job responsibilities include maintaining data integrity; handling complex queries, forms, and reports; and sharing data between Access and other applications. This course is also a prerequisite to taking more advanced courses in Access 2007. Individuals who want to pursue Microsoft Certified Application Specialist certification in Microsoft Office Access 2007 can also take this course.



Level 2 - Course Description (Continued)

Prerequisites

To ensure the successful completion of Microsoft Office Access 2007: Level 2, the completion of the Microsoft Office Access 2007: Level 1 course, or equivalent knowledge, is recommended.

Course Fee

\$245

Level 3 - Course Description

Your training in and use of Microsoft® Office Access™ 2007 has provided you with a solid foundation in the basic and intermediate skills of working in Microsoft® Office Access™ 2007. You have worked with the various Access objects, such as tables, queries, forms, and reports. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Access by structuring existing data, writing advanced queries, working with macros, enhancing forms and reports, and maintaining a database.

Who Needs To Attend

This course is for the individual whose job responsibilities include working with related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance. It is also designed as one in a series of courses for students pursuing the Microsoft® Office Specialist Certification for Microsoft® Office Access™ 2007, and it is a prerequisite to take more advanced courses in Microsoft® Office Access™ 2007.

Prerequisites

To ensure your success, knowledge of basic and intermediate features of Access tables, relationships, and queries, forms, and reports is recommended. The following Element K courses or equivalent knowledge are recommended:

- Microsoft® Office Access™ 2007: Level 1
- Microsoft® Office Access™ 2007: Level 2

Course Fee

\$245

Level 4 - Course Description

In previous levels, you were introduced to the various features of Microsoft® Office Access™ 2007 that dealt with local database management. However, effective database management calls for mastering the advanced administrative and collaborative features of Access. In this course, you will exchange data with other applications, automate business processes by using VBA code, and secure and share databases.

Who Needs To Attend

This course is designed for students who have a thorough understanding of the basic and advanced user features of the Microsoft® Office Access™ 2007 application, and are interested in learning introductory level administrator skill sets. The course is also for the student who may be working in a web-based environment and may need to adapt Access applications to the environment.

For more information contact Karen Stewart at (702) 697-2242 or KStewart@DatanamicsInc.com.



Level 4 - Course Description (Continued)

Prerequisites

To ensure the successful completion of Microsoft® Office Access™ 2007: Level 4, the following Element K courses or equivalent knowledge is recommended: Microsoft® Office Access™ 2007: Level 1 Microsoft® Office Access™ 2007: Level 2 Microsoft® Office Access™ 2007: Level 3

Course Fee

\$245

For more information contact Karen Stewart at (702) 697-2242 or KStewart@DatanamicsInc.com.