

Access 2007

Proficient user

7Modules - 23topics

The database and its

Training in intermediate-level skills with databases and database objects

Managing objects

Creating a new database

Object dependencies

Total number of topics in the module: 3

Tables (Level 2)

Training in intermediate-level skills with tables

Formatting/reorganising a datasheet

Creating a table

Total number of topics in the module: 2

Sorting and filtering (Level 2)

Training in intermediate-level skills with sorting and filtering

Filtering by selection

Filtering by form

Total number of topics in the module: 2

Queries (Level 2)

Training in intermediate-level skills with queries

Creating a Select query

Managing the query design grid

Setting a selection criterion in a query

Setting criteria on multiple fields

Setting multiple criteria on the same field

Defining a sort order in a query

Creating a Delete query

Running a Delete query

Make Table queries

Update queries

Total number of topics in the module: 10

Forms, Reports (Level 2)

Training in intermediate-level skills with forms and reports

Creating a form

Creating a report

Total number of topics in the module: 2

Printing (Level 2)

Training in intermediate-level skills with databases and database objects

Selecting the records to print in a report

Total number of topics in the module: 1

Integrating with other

Training in data transfer between Access and other applications

Importing database objects

Exporting database objects

Data access pages

Total number of topics in the module: 3