

MS Access

Faculty : Durgaprasad Vecherla, Fee: 1200/- Duration : 30 days Daily 1 hour class

Get familiar with Access

Choose between Access and Excel

Get to know Access 2007

Up to speed with Access 2007 -or-

Demo: Up to speed with Access 2007

Take charge of your database with the Navigation Pane -or-

Demo: Meet the Navigation Pane

Build your first database

Design tables for a new Access 2007 database

Create tables for a new Access 2007 database

Build relationships for a new Access 2007 database

Create queries for a new Access 2007 database

Create forms for a new Access 2007 database

Create reports for a new Access 2007 database

Start managing your data, fast

Easy Access with templates I: Create a database

Easy Access with Templates II: Modify a database

Datasheets I: Create a table by entering data

Datasheets II: Sum, sort, filter, and find your data

Datasheets III: Make data easier to read by formatting columns and rows

Import data from Excel to a new table in Access 2007

Find answers with queries

Queries I: Get started with queries

Queries II: Create basic select queries

Queries III: Use expressions and other criteria

Queries IV: Use functions and calculated fields in your queries

Queries V: Use And, Or, and In to set multiple conditions

Queries VI: Use wildcards in queries and parameters

Queries VII: Query multiple sources for data

Queries VIII: Dealing with ambiguous joins

Deepen your Access skills

Demo: Select the right form view

Demo: Set the relationship between two tables

Demo: Use the Expression Builder

Demo: Collect data in Access 2007 by using e-mail

Watch this: Make a query ask for input

Learn general Office skills

Up to speed with the 2007 Office system

Keyboard shortcuts in the 2007 Office system

Security I: How the 2007 Office system helps you to stay safer

Security II: Turn off the Message Bar and run code safely

Security III: Sign your own macros for stronger security