

Microsoft® Access 97

This course is designed for those who want to learn how to effectively use the latest tools and features of Microsoft Access 97. It will provide the information needed to fully understand and use this powerful tool.

Students will learn data management and retrieval, utilizing best practices. They will become skilled at creating basic to intermediate Access databases. In addition, students will gain a thorough understanding of creating sophisticated queries, and customized forms and reports.

Duration:

- 5 Days, Instructor-led

Prerequisite:

- There is no prerequisite for this course.

Topics Include:

- Access Fundamentals
- Designing an Access Database
- Creating a New Database from Scratch
- Linking Tables with Relationships
- Working with Fields
- Creating Simple Queries
- Designing Forms for Data Manipulation
- Creating Functional Reports
- Designing Queries for Dates and Parameters
- Working with Form Controls
- Creating Action and Union Queries
- Using Form Control Properties and Subforms
- Putting the Finishing Touches on Forms
- Using Expressions and Creating Advanced Reports
- Working with Macros