

## Microsoft® Access 2000

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This course is designed for those who want to learn how to effectively use the latest tools and features of Microsoft Access 2000. 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 level Microsoft Access 2000 databases. In addition, students will gain a thorough understanding of Access tables, forms, reports, queries, and integrate Access databases on the Web using Data Access Pages.

Duration:

- 5 Days, Instructor-led

Prerequisite:

- There is no prerequisite for this course.

Topics Include:

- Access Fundamentals
- Exploring the Data Foundations – The Table
- Using Queries
- Creating Simple Forms for Data Access
- Basic Reports
- Using Macros to Automate Access Applications
- Data Access Pages
- Refining Tables
- Designing Customized Forms
- Sorting Data with Queries and Joins
- Developing Reports with Expressions
- Understanding SQL
- Special-Use Queries
- Implementing Advanced Form Concepts
- Developing Professional-Quality Reports