

Microsoft® Access XP

This course is designed for those who want to learn how to effectively use the latest tools and features of Microsoft Access XP (2002). 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 XP 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
- Creating a Database
- Forms and Reports
- Creating Forms for Entering, Editing, and Viewing Data
- Working with Form Controls
- Using Reports to Print Data
- Using Design Tools
- Queries and Recordsets
- Using Action Queries
- Working with Advanced Queries
- Using PivotTables and PivotCharts to Analyze Data
- Customizing Access
- Using Macros
- Importing and Exporting Data
- Advanced Access Techniques
- Working with Data Access Pages