



```
H3 {
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}
H3 {
MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
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H3 {
MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
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MARGIN: 0in 0in 0pt; FONT-FAMILY: "Times New Roman","serif"; FONT-SIZE: 12pt; mso-style-parent: ""
}
H2 {
FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H2 {
FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H2 {
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FONT-WEIGHT: normal
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FONT-WEIGHT: normal
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FONT-WEIGHT: normal
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}
}
.clearfix {
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}
.auto-style1 {
  text-align: left;
  border-width: 1px;
}
.auto-style2 {
  text-align: center;
}
```

Contact us at 713-777-7664 for pricing.

- â€¢ Hands-on, instructor-led training classes
- â€¢ Step-by-step training manual with exercise link
- â€¢ Certificate of completion
  
- â€¢ Onsite Training available
- â€¢ Class can be customized to suit your needs
- â€¢ Private one-on-one classes are available

Listed below are our standard course outlines.

Each course is instructor led hands-on classroom-training using step-by-step student manual and exercises.

Microsoft  
Access 2007 - Training Classes in Houston, Texas

Microsoft Access 2007: Level  
1

Training Course Content

Lesson 1: Exploring the  
Microsoft® Office Access® 2007  
Environment

Topic 1A:  
Examine Database Concepts

Topic 1B: Explore the User Interface

Topic 1C: Use an Existing Access  
Database

Topic 1D: Customize the  
Access Environment

Topic 1E: Obtain  
Help

## Lesson 2: Designing a Database

Topic 2A:  
Describe the Relational Database Design  
Process

Topic 2B: Define Database Purpose

Topic 2C: Review Existing Data

Topic  
2D: Determine Fields

Topic 2E: Group  
Fields into Tables

Topic 2F:  
Normalize Data

Topic 2G: Designate  
Primary and Foreign Keys

Topic 2H:  
Determine Table Relationships

## Lesson 3: Building a Database

Topic 3A: Create a New  
Database

Topic  
3B: Create a Table

Topic 3C: Manage  
Tables

Topic 3D: Create a Table  
Relationship

Topic 3E: Save a  
Database as a Previous Version

## Lesson 4: Managing Data in a Table

Topic 4A: Modify  
Table Data

Topic  
4B: Sort Records

Topic 4C: Work with

## Subdatasheets

### Lesson 5: Querying a Database

Topic 5A: Filter Records

Topic 5B: Create a Query

Topic 5C: Add Criteria to a Query

Topic 5D: Add a Calculated Field to a Query

Topic 5E: Perform Calculations on a Record Grouping

### Lesson 6: Designing Forms

Topic 6A: View Data Using an Access Form

Topic 6B:  
Create a Form

Topic 6C: Modify the Design of a Form

### Lesson 7: Generating Reports

Topic 7A: View an Access Report

Topic 7B: Create a Report

Topic 7C: Add a Custom Calculated Field to a Report

Topic  
7D: Format the Controls in a Report

Topic 7E: Apply an AutoFormat Style to a Report

Topic 7F: Prepare a Report for Print

## Microsoft Access 2007: Level 2

### Training Course Content

#### Lesson 1: Controlling Data Entry

Topic 1A: Restrict Data  
Entry Using Field Properties

Topic 1B: Establish  
a Pattern for Entering Field Values

Topic 1C: Create a List of Values for a  
Field

#### Lesson 2: Joining Tables

Topic 2A: Create  
Query Joins

Topic 2B: Join Unrelated Tables

Topic  
2C: Relate Data Within a Table

#### Lesson 3: Creating Flexible Queries

Topic 3A: Set  
Select Query Properties

Topic 3B: Create Parameter  
Queries

Topic 3C: Create Action  
Queries

#### Lesson 4: Improving Forms

Topic  
4A: Design a Form Layout

Topic 4B: Enhance the Appearance of a  
Form

Topic 4C: Restrict Data Entry in Forms

Topic 4D: Add a Command Button to a Form

Topic 4E: Create a Subform

Lesson 5: Customizing Reports

Topic 5A:  
Organize Report Information

Topic 5B: Format the Report

Topic 5C: Set Report Control Properties

Topic 5D: Control Report Pagination

Topic 5E: Summarize Report Information

Topic 5F: Add a Subreport to an Existing Report

Topic 5G:  
Create a Mailing Label Report

Lesson 6: Sharing Data Across Applications

Topic 6A:  
Import Data into Access

Topic 6B: Export Data

Topic 6C: Analyze Access Data in Excel

Topic 6D: Export Data to a Text File

Topic 6E: Merge Access Data with a Word Document

## Training Course Content

### Lesson 1: Structuring Existing Data

#### Topic 1A: Analyze Tables

#### Topic 1B: Create a Junction Table

#### Topic 1C: Improve Table Structure

### Lesson 2: Writing Advanced Queries

#### Topic 2A: Create Subqueries

#### Topic 2B: Create Unmatched and Duplicate Queries

#### Topic 2C: Group and Summarize Records Using Criteria

#### Topic 2D: Summarize Data Using a Crosstab Query

#### Topic 2E: Create a PivotTable and a PivotChart

### Lesson 3: Simplifying Tasks with Macros

#### Topic 3A: Create a Macro

#### Topic 3B: Attach a Macro

#### Topic 3C: Restrict Records Using a Condition

#### Topic 3D: Validate Data Using a Macro

#### Topic 3E: Automate Data Entry Using a Macro

## Lesson 4: Making Effective Use of Forms

Topic 4A: Display a Calendar on a Form

Topic 4B: Organize Information with Tab Pages

Topic 4C: Display a Summary of Data in a Form

## Lesson 5: Making Reports More Effective

Topic 5A: Include a Chart in a Report

Topic 5B: Print Data in Columns

Topic

5C: Cancel Printing of a Blank Report

Topic 5D: Create a Report Snapshot

## Lesson 6: Maintaining an Access Database

Topic 6A: Link Tables to External Data Sources

Topic 6B: Manage a Database

Topic 6C: Determine Object Dependency

Topic 6D: Document a Database

Topic

6E: Analyze the Performance of a Database

## Training Course Content

### Lesson 1: Integrating Access into Your Business

Topic 1A: Import XML Data into an Access Database

Topic 1B: Export Access Data to XML Format

Topic 1C: Export Data to the Outlook Address Book

Topic 1D: Collect Data Through Email Messages

### Lesson 2: Automating a Business Process with VBA

Topic 2A: Create a Standard Module

Topic 2B: Develop Code

Topic 2C: Call a Procedure from a Form

Topic 2D: Run the Procedure

### Lesson 3: Managing Switchboards

Topic 3A: Create a Database Switchboard

Topic 3B: Modify a Database Switchboard

Topic 3C: Set the Startup Options

### Lesson 4: Distributing and Securing Databases

Topic 4A: Split a Database

Topic 4B:  
Implement Security

Topic 4C: Set  
Passwords

Topic 4D: Convert an Access  
Database to an ACCDE File

Topic 4E:  
Package a Database with a Digital  
Signature

Lesson 5:  
Sharing Databases Using a SharePoint  
Site

Topic 5A: Export a Table to a SharePoint  
List

Topic 5B: Import Data from a  
SharePoint List

Topic 5C: Publish a  
Database to a SharePoint Site

Topic  
5D: Move a Database to a SharePoint Site

Topic 5E: Work Offline