



**THE  
ENTERPRISE  
CENTRE**

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## **Access 2007 Advanced**

2 Days

### **Workshop Goal**

This **two-day** hands-on workshop will show participants how to enhance their database applications by using the advanced features of Microsoft Access 2007.

### **Topic Outline**

- Using Advanced Database Features
- Using Advanced Form Design
- Using Charts
- Using Subforms / Subreports
- Using Other Form Techniques
- Using Editing Tools
- Using Controls and Layouts
- Working With Indexes
- Using Access Database Security
- Using Advanced Report Design
- Creating Macros
- Using Macros
- Using Editing Tools
- Collecting Data by E-Mail
- Exporting Data
- Using Access And The Internet

### **Recommended Prior Learning**

Completion of the **Access 2007 Introduction** workshop or equivalent knowledge. Familiarity with data management principles and terminology is desirable.