

Globe Training Centre – (GTC)

MS Access 2007–Advanced

(Curriculum)

Training Objective: To introduce advanced database management skills through MS Access 2007 product features along with real-world examples.

Training Outcome: At successful completion participants should be able to use MS Access 2007 – advanced database features for modeling databases, data manipulation with SQL, working with MS SQL Server databases, and measure database performance for optimal use.

Content:

- **Structured Query Language**
 - Writing SQL Commands
 - Writing SQL Queries
 - Writing SQL Sub Queries
 - Writing SQL Joins
 - Inserting Data
 - Deleting Data
 - Writing SQL Queries in MS Access 2007

- **Working with Macros**
 - Automating Tasks
 - Creating Macros
 - Editing Macros
 - Conditional Programming in Macros
 - Adding Macros to Forms
 - Adding Macros to Reports
 - Data Filter

- **Using Visual Basic**
 - Understanding Visual Basic Concepts
 - Using Visual Basic Editor Window

- **Convert Access Databases**

- **Using MS Access 2007 Database Tools**
 - Using Upsizing Wizard – MS SQL Server 2000/2005 databases
 - Database Splitter
 - Analyze Table
 - Database Documenter

(Continue...)

Content: *(Continued)*

- **Managing and Maintaining Databases**
 - Optimizing Databases with Performance Analyzer
 - Avoiding Errors with the Object Dependencies Task Pane

Training Method: Theory, Instructor led practical sessions, and Assignments.

Duration:	40 Hours (08:30 a.m. – 04:30 p.m.)
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