



**INVEST IN YOURSELF NOW!
COMPUTER CLASSES THROUGH CHESTER COUNTY NIGHT SCHOOL**

MICROSOFT ACCESS 2007: Introduction, Intermediate, or Advanced

**ACCESS 2007 LEVEL 1
INTRODUCTION**

Course No. CO379 **Date: Thurs. April 22**
Course No. MCO379 **Date: Wed. June 2**
Time: 9 am – 4 pm
Location: Springhouse Computers/Exton
Fee: \$195

Course Outline

Lesson 1: Getting Started

Examining the database concepts; Exploring the Access environment; Getting help

Lesson 2: Databases and tables

Planning and designing a database; Exploring tables; Creating tables

Lesson 3: Fields and records

Changing the design of a table; Finding and editing a record; Organizing records

Lesson 4: Data entry rules

Setting field properties; Working with input masks; Setting validation rules

Lesson 5: Basic queries

Creating and using queries; Modifying query results and queries; Performing operations in queries

Lesson 6: Using forms

Creating forms; Using Design view; Sorting and filtering records

Lesson 7: Working with reports

Creating reports; Modifying and printing reports

**ACCESS 2007 LEVEL 2
INTERMEDIATE**

Course No. CO381
Date: Fri. May 14
Time: 9 am – 4 pm
Location: Springhouse Computers/Exton
Fee: \$195

Course Outline

Lesson 1: Relational Database

Normalizing a database; Relating tables; Implementing Referential Integrity

Lesson 2: Related Tables

Creating a lookup field; Modifying a lookup field; Working with subdatasheets

Lesson 3: Complex Queries

Joining tables in queries; Creating calculated fields; Summarizing and grouping values

Lesson 4: Advanced Form Design

Adding unbound controls; Adding graphics; Adding calculated values; Adding combo boxes; Working with advanced form types

Lesson 5: Reports and Printing

Customizing headers and footers; Adding calculated values; Printing; Creating Labels

Lesson 6: Charts

Creating charts in forms; Creating Charts in reports

Lesson 7: PivotTables and Pivot Charts

Creating PivotTables; Modifying Pivot Tables; Creating PivotCharts; Creating PivotTable forms

MICROSOFT ACCESS 2007: INTRO, INTERMEDIATE, OR ADVANCED – cont.

ACCESS 2007 LEVEL 3 ADVANCED

Course No. CO382 **Date: Tues. April 13**
Course No. MCO382 **Date: Wed. June 23**
Time: 9 am – 4 pm
Location: Springhouse Computers/Exton
Fee: \$195

Course Outline

Lesson 1: Querying SQL

Working with SQL and Access; Writing SQL statements; Attaching SQL queries to controls

Lesson 2: Advanced Queries

Creating crosstab queries; Creating parameter queries; Using action queries

Lesson 3: Macros

Creating, running, and modifying macros; Attaching macros to the events of database objects

Lesson 4: Advanced Macros

Creating macros to provide user interaction; Creating macros that require user input; Creating AutoKeys and AutoExec macros; Creating macro for data transfer

Lesson 5: Importing, Exporting, and Linking

Importing objects; Exporting objects; Interacting with XML documents; Linking Access objects; Working with SharePoint Services

Lesson 6: Database Management

Optimizing resources; Protecting databases; Setting options and properties

Lesson 7: Internet Integration

Creating hyperlink fields; Working with Outlook 2007

REGISTER NOW!

**Call Chester County Night School:
610-692-1964**

**Or register online at:
www.chestercountynightschool.org**

*Classes are held at:
Springhouse Computer Corp.
Eagleview Corporate Center
770 Pennsylvania Ave., Ste. 120
Exton, PA 19341*

Please Note: As a priority partner with Springhouse, we offer these great rates on many Springhouse classes ... but to qualify, you must register through **Chester County Night School.**

Come grow with us through Lifelong Learning --
call 610-692-1964 today!

