

## **Access 2007 Training in Atlanta – Fact Sheet**

For information: (770.498.7333) or [training@probiztechnology.com](mailto:training@probiztechnology.com)

Class Page: <http://www.probiztechnology.com/access2007.htm>

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### **Topics (Access Comprehensive Training | Certification Prep)**

*You may choose to take one, some, or all of these sessions.*

#### **Session 1 (4 Hours) - Introduction to Access 2007 | Access Tables**

- Getting Started in the Access 2007 environment
- Creating databases and tables
- Changing table designs
- Fields and records
- Data entry rules (input masks, field properties, etc.)

#### **Session 2 (4 Hours) - Access 2007 Queries**

- Basic queries
- Complex queries (calculated fields, summarizing and grouping values)
- Writing SQL queries
- Crosstab, parameter and action queries

#### **Session 3 (4 Hours) - Access Relational Database Design Concepts | Importing & Exporting**

- Relational databases
- Database normalization
- Relating tables & referential integrity
- Creating and modifying lookup fields
- Importing, exporting and linking objects

#### **Session 4 (4 Hours) - Access 2007 Forms & Reports**

- Creating and modifying forms
- Creating and modifying Access 2007 reports
- Creating, running and modifying macros
- Advanced form design (unbound controls, graphics, calculated values & combo boxes)
- Printing reports
- Customized headers and footers in reports
- Adding calculated values to reports
- Creating labels
- Using charts in forms and reports

#### **Session 5 (4 Hours) - Advanced Access 2007 Topics**

- Pivot tables and charts
- Access 2007 Macros
- Database management (optimizing and protecting Access databases)
- Internet and Outlook 2007 integration

### **Your tuition includes:**

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- Hands-on computer based training (please provide your laptop)
- Training manuals
- Practice exercises on CD
- Real world exercises.

### Pre-requisites:

This Access 2007 Certification Prep course requires Windows VISTA or XP experience and familiarity with the keyboard. Unless otherwise notified, please bring your laptop.

### Tuition:

**\$499** for the entire course | **\$119** per 4-hour session

(Prices subject to change; please check <http://www.probiztechnology.com/access2007.htm> for details)

### Registration Options:

Registration form: [http://www.probiztechnology.com/pcc\\_creditauth\\_class.pdf](http://www.probiztechnology.com/pcc_creditauth_class.pdf)

- Check (must be received at least 3 business days in advance). Please fax your registration form when you mail the check so that we can reserve your space.
- MasterCard
- VISA
- All major credit cards (processed by PayPal)

### Provider (Contact Information):

Phoenix Computer Consultants, LLC

P O Box 830683 | Stone Mountain, GA 30083

770.498.7333 [phone]

678.868.1379 [fax]

[training@probiztechnology.com](mailto:training@probiztechnology.com) [email]

<http://www.probiztechnology.com> [web]

<http://www.twitter.com/learntech> [twitter]

### Location:

Computer Training Center - Tucker

2321 Fourth Street | Tucker, GA 30084

(Offered at other locations throughout metro Atlanta)

### Formats:

1-on-1 Training | Group classes at your location | Public classes in Atlanta

### Additional Information:

Calendar of upcoming classes: <http://www.probiztechnology.com/calendar.htm>

List of training programs: <http://www.probiztechnology.com/programs.htm>

Access 2007 Class web page: <http://www.probiztechnology.com/access2007.htm>

Credit Card Charge Authorization or **Check Payment**

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**PLEASE FAX TO: (678) 868-1379**