

Intermediate Access 2007

This hands-on workshop builds on the skills and concepts taught in Basic Access 2007. Topics include:

- Learn how to normalize data
- Work with Lookup fields and subdatasheets
- Create join queries
- Add objects to forms, print reports, and labels
- Create charts
- Use PivotTables and PivotCharts

Text: *ILT Series Intermediate Access* manual - \$25
Recommended: Basic Access 2007

Instructors: ExecuTrain
Dates: Tuesday, January 12
Location: Central Training Room (CPT) in Central Plaza –
Washington Group Complex
Hours: 7
Note: Class size is limited to 15 students.