



www.compvisions.com
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Computer Visions Course Outline

Get What You Want

We offer highly customizable group training courses: desktop applications, web development, networking & operating systems, technical certification, professional development & skills, help desk.

Get It When & Where You Want It

All Computer Visions courses are available for presentation on-site or off-site for your convenience. We can roll out any combination of courses at one or more locations anywhere in the United States, according to your requirements and time table. Just let us know and we'll work with you!

Corporate Training Solutions

Corporations look to us to train their employees. Why? Because our proven training methods have increased employee proficiency and productivity. We assign one person to each of our corporate clients to ensure quality service, and we also offer extranet Web registration, management, reporting and billing for all clients. Simplicity, quality and outstanding service are our hallmarks.

Microsoft Access: Level 2

Description:

This course builds upon basic Microsoft Access skills to help students become power users. Modules in this course cover how to manage data and data entry; create forms, macros, and dialog boxes; create and use SQL queries; split databases; and much more.

Course Outline:

Unit 1: Relational Databases

Topic A: Database normalization

Topic B: Table relationships

Topic C: Referential integrity

Unit 2: Related Tables

Topic A: Creating lookup fields

Topic B: Modifying lookup fields

Topic C: Subdatasheets

Unit 3: Complex Queries

Topic A: Joining tables in queries

Topic B: Using calculated fields

Topic C: Summarizing and grouping values

Unit 4: Advanced Form Design

Topic A: Adding unbound controls

Topic B: Graphics

Topic C: Adding form design

Unit 5: Reports and Printing

Topic A: Report formatting

Topic B: Calculated values and sub reports

Topic C: Printing

Unit 6: Charts

Topic A: Charts in forms

Topic B: Charts in reports

Consulting Solutions

Consulting is about trust, service and accountability. Our consulting division is one of the fastest-growing around. Why? Clients trust us to provide excellent service and expertise. Visit our consulting section for more information.

Classroom and Computer Rentals

Need space and equipment to conduct specialized presentations or classes? We can help. With our world class classrooms and state of the art projection and presentation equipment, we take care of the details so you can have a successful presentation