



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 3

### Description:

The aim of this Microsoft Access level 3 course is to give students a grasp of the tools they need to exploit the high-level user skills of this software. Over the course of the modules learners are introduced to many vital skills they can make use of including: SQL, the SELECT Statement, SQL Joins, subqueries, advanced form tasks, split forms, digital signatures, the Trust Center, COM add-ins, and techniques for customizing Access.

### Course Outline:

#### Unit 1: Querying with SQL

Topic A: SQL and Access  
Topic B: Writing SQL statements  
Topic C: Attaching SQL queries to controls

#### Unit 2: Advanced Queries

Topic A: Creating crosstab queries  
Topic B: Creating parameter queries  
Topic C: Using action queries

#### Unit 3: Macros

Topic A: Creating, running, and modifying macros  
Topic B: Attaching macros to the events of database objects

#### Unit 4: Advanced Macros

Topic A: Creating macros to provide user interaction  
Topic B: Creating macros that require user input

#### Unit 5: Database Management

Topic A: Optimizing resources  
Topic B: Protecting databases  
Topic C: Setting options and properties

### 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.

### 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.