

Refine-IT

Learning is a journey not an event

Course outline for MS Access 2007 – Advanced level

PivotTables & Pivot Charts

- Creating PivotTables
- Selecting PivotTable elements
- Creating Pivot Charts
- Selecting PivotChart elements
- PivotTable AutoForm wizard
- PivotChart AutoForm wizard
- Displaying subtotals
- Filtering items
- Deleting items

Queries

- Creating crosstab queries
- Creating parameter queries
- Creating action queries
- Using Expression builder

Macros

- Creating macros
- Running macros
- Modifying macros
- Attaching macros to objects
- Creating macros that require user input

Managing & maintaining databases

- Table Analyzer
- Performance Analyzer

If you would like to know more about any of the topics please contact Marie on 01689 877117 or marie@refine-it.co.uk

Many more courses are available including MS Outlook, Internet, Word, Project, Access, PowerPoint, VBA and Lotus Notes at all levels and versions. We also run Personal Development courses such as Professional Selling Skills and Presenting Professional Presentations with PowerPoint

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