Formation Office Automation Curriculum - Preparing for the MCAS Access 2007 in Geneva, Zurich, Huston, San-Antonio, Dallas, Los Angeles, San Diego, New York, Washington, Chicago, San Francisco and anywhere in Switzerland, USA, Great Britain and Germany.

ID : 682

Goal : This training is intended to allow individuals to prepare for certification as a MS Certified Application Specialist in MS Access 2007.

Audience : This training is intended for knowledge workers who have hands-on experience with MS Access 2007. No prior certification is required.

Prerequisites : Six or more months of hands-on experience creating and managing documents by

using MS Access 2007.

Goals :

- Introduction
- Getting To Know MS Access
- Create Database Tables
- Work with Tables / Database Records
- Modify Tables and Fields
- Create Forms
- Create Reports
- Use Controls in Reports and Forms
- Create and Modify Queries
- Advanced Tables
- Advanced Forms
- Advanced Reports
- Advanced Queries
- Display and Share Data
- Import and Export Data
- Database Tools
- Training Conclusion

Pedagogical method : Examples based training, as well as synthesis exemples. Exam preparation is done on a half day included in training schedule (useful as recapitulative exercise, if missed exam).

Suggested duration for presentiel training (days) : 2
Suggested duration for on-line training (days) : 2.4

Daily price in face-to-face : 1050 CHF
Daily price in remote : 504 CHF
Daily price in remote for students : [contact](#) us (only if student card!)
Daily price in remote (with recording) : 5250 CHF
Prices are per day per trainee without course material, without certificate, without evaluation, without exam, without training room or computer (these are each optional and must be requested in addition in the contact form for the establishment of the quote).

Tags : access training, ms access course, mcas, 2007, access 2007, mcas certification, trainng access, training ms access, training access 2007, training access mcas.

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