

ACCESS

MICROSOFT OFFICE XP PROFESSIONAL

**ADVANCE  
YOUR CAREER!**

Microsoft Office XP  
Certification Training:

14 CD-ROM's -  
The Microsoft Office XP  
suite includes Access,  
Excel, Word, PowerPoint,  
Outlook, FrontPage, and  
Publisher.

With Microsoft Access XP you will learn how to generate, analyze, and create reports on paper, online, or in HTML format without hours of work with the help of Microsoft Access XP. This title instructs the beginning to advanced user on getting the most out of the powerful relational database. Our instructor-based, interactive learning system will guide you through this powerful program and show you how to utilize all of the tools contained within the world's most popular database program. We guarantee it!

Microsoft Office XP Access 2002 Expert Microsoft Access certification training is provided as Computer Based Training which is a cost effective method that meets the critical demands of computer users. We give you the experience of expert-led computer training courses for your convenience. You get the feel of a computer training school delivered through flexible and familiar technology.

Microsoft Access XP training comes to life with our full motion video, challenging labs, critical assessment and real-world insight from experts with vast experience in the subject matter. Our instructor-based, interactive learning system will guide you through this powerful program and show you how to utilize all of the tools contained within the world's most popular database program. We guarantee it! Our proven methodology provides an unequalled training experience with exceptional results.

Microsoft Office Specialist (MOS) MOUS Certification Training Exam Objectives and skill sets for the Microsoft Access 2002 Expert Exam are provided below to assist in your exam preparation.

- Northwind Traders Database
- Database Use/Templates
- Setting Up a Database from Scratch
- Queries and Reports
- Creating Table Manually
- Creating Forms Manually
- Creating Queries and Reports Manually
- Multiple Table Relationships
- Creating and Modifying Forms
- Records Navigation
- Sorting and Filtering
- Building a Relationship from Scratch
- Normalization
- Lookup Wizard
- Defining Relationships
- Calculation Controls
- Developing Controls in a Query
- Developing Controls in a Report
- Controls in the Northwind Database
- Importing and Exporting Data
- Importing Data
- Simple Data Access Pages
- Using Access Tools

