



MS Access Data Access Pages

Who Should Attend This Clinic: This will be ideal for individuals who use MS Access and wish to be more proficient in creating Data Access Pages for use on an Intranet, or for the Internet. This session gives you the opportunity to target those areas which you specifically need. This workshop is intended for MS Access 2000, 2002 and 2003 users. Specific MS Office 2007 workshops are also available on these topic areas.

MCW Instructors: All sessions are run by qualified Microsoft Instructors and you will have the opportunity to ask questions during the session.

Duration: 2 Hours

Clinic Content:

- Create a data access page by using the wizard
- Customize the appearance of a data access page in Design view
- Create a data access page that supports data entry
- Convert an HTM file into a data access page
- Group records on a data access page
- Sort records on a data access page

Other Courses Which MCW Offer in this format include:

- Excel
 - Working with Pivot Tables
 - IF Statements
 - Working with Filters
- Word
 - Working with Mail Merge
 - Working with Legal Documents
- PowerPoint
 - Creating Dynamic Animation
- Access
 - Creating Reports
 - Working with Queries
- Photoshop
 - Working with Old Photographs
- Publisher
 - Mail Merge
 - Creating Flyers