



Heart of Georgia Technical College Community Education Department Presents:

MICROSOFT ACCESS 2007

ACCESS 2007 Level 1

Participants will master fundamental skills required for effective use of Access:

- Starting Access & Creating Database Tables
- Getting to Know the Access Database
 - Creating a Database
 - Customizing Fields
 - Customizing Tables
 - Creating Forms
 - Creating Reports
 - Creating Queries

***Dates: June 21, 23, 28 & 30
6:00pm - 9:00pm***

\$99 (or \$175 for Both)

ACCESS 2007 Level 2

Participants will build on the fundamental skills learned in Access Level 1:

- Beautifying Forms & Reports
- Advanced Query Techniques
 - Filters
 - Customizing Access with Macros
- Creating Charts in Access
- Presenting Table & Query Data Dynamically
- Interacting with Other Programs
- Administering a Database

***Dates: July 19, 21, 26 & 28
6:00pm - 9:00pm***

\$99 (or \$175 for Both)



For more information or to register, please contact:

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