



Microsoft Access 2010 Level 2 – Advanced
Conducted in English

DATE/TIME:	① 20-21 June 2016 (9:00-16:00)	② 26-27 September 2016 (9:00-16:00)
COST:	¥30,600 per person. Based on 5 attendees. Actual cost to be prorated and based on actual attendees.	
NOMINATION DEADLINE:	① 6 June 2016	② 12 September 2016
DESCRIPTION:	<p>Learn how to create a custom form, a query, a custom report, to work with data, to protect your database, and to make your database more sophisticated.</p> <p>6 Maintain Data Integrity Restricting the Type of Data Restricting the Amount of Data Restricting the Format of Data Restricting Data by Using Validation Rules Restricting Data to Values in Lists Restricting Data to Values on Other Tables</p> <p>7 Create Custom Forms Modifying Forms Created by Using a Wizard Adding Controls/Subforms</p> <p>8 Create Queries Creating Queries by Using a Wizard Creating Queries Manually Using Queries to Summarize Data Using Queries to Perform Calculations Using Queries to Update Records Using Queries to Delete Records</p>	<p>9 Create Custom Reports Creating Reports Manually Modifying Report Content Adding Subreports</p> <p>10 Import and Export Data Importing Information <i>Importing from Other Access Databases/ Excel Worksheets/ Text Files</i> Exporting Information <i>Exporting to Other Access Database/ Excel Worksheets/ PDF Files.</i> Copying and from Other office Programs</p> <p>11 Make Databases User Friendly Creating Navigation Forms Creating Custom Categories Controlling Which Features Are Available</p> <p>12 Protect Databases Assigning Passwords to Databases Splitting Databases Securing Databases for Distribution Preventing Database Problems</p>
TARGET AUDIENCE:	Those who have attended “Access Level 1” class already, or Those who have equal experience or knowledge as above.	
ENROLLMENT:	Minimum: 5, Maximum: 12	
VENDOR:	MK Square Inc. Address: AIOS Gotanda Bldg. 1-10-7 Higashigotanda, Shinagawa-ku, Tokyo Japan Tel: 03-3440-8361 E-mail: mkseminar@mksquare.com (Insert in SF182, Section B, Block 1a)	
LOCATION:	Bldg A-20, 2F RWD Classroom, Yokosuka Naval Base	
POC:	Commander Navy Region, Japan (CNRJ), RWD at 243-5994	
NOMINATION PROCEDURES:	<p>You must have supervisory authority first.</p> <p>To confirm your seat, you MUST submit a completed SF-182 form to RWD NLT the nomination deadline date.</p> <p>To reserve a seat prior to nomination deadline, email rwd-student-services@fe.navy.mil or call DSN 243-5994.</p> <p>If SF-182 form is not received by the deadline date, your reservation will be cancelled.</p>	
PAYMENT METHODS:	Submit SF-182 with LOA (Line of Accounting) to CNRJ RWD NLT the deadline date. For multiple entries, attach a list of nominees.	
NOTE:	<ul style="list-style-type: none"> • Cancellations after the nomination deadline date are liable for payment. • For SF-182, Training Type Code is (1) and Sub Type Code is (8). • No PII information should be provided (SSN, Date of birth, etc). <p>Only legal names should be provided on SF-182 forms (no nick names).</p>	