



Microsoft Access 2007 Introduction

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Microsoft Access 2007 - Introduction is a two-day course where you will be introduced to the concept of the relational database, the Access relational database application, and information management tools. Also, you will learn how to design and create a new Access database.

Target Student: Anyone interested in more effectively managing data through the use of relational databases.

Prerequisites: Before taking this course, you should have a basic understanding of your computer's operating system. For example, you should know how to launch an application, create and save files, and copy files from CDs and other media.

Delivery Method: Instructor-led, classroom-delivery learning model with structured hands-on activities.

Benefits: Upon successful completion of this course, you will be able to easily collect, track and report information through designing and modifying databases. Additionally you will have the knowledge to generate reports enabling you to organize and present information in a concise and meaningful way.

What's Next:

Microsoft Access- Advanced In this course, student will extend their knowledge into some of the more specialized and advanced capabilities.

Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- Design a database.
- Create a database with related tables.
- Format and manage data.
- Work with records.
- Create and search queries.
- Understand relational databases.
- Develop forms.
- Generate reports.



Microsoft Access 2007 Introduction 2 Days

The Fundamentals	Formatting Number, Currency, and Date/Time Fields
What's New in Access 2007	Formatting Text Fields
Understanding the Access Program Screen	Setting a Default Value
Understanding the Ribbon	Requiring Data Entry
Using the Office Button and Quick Access Toolbar	Validating Data
Using Keyboard Commands and Contextual Menus	Creating an Input Mask and Value List
Using Help	Creating and Modifying a Lookup List
Database Basics	Creating Relational Databases
Working with Database Objects	Understanding Table Relationships
Tour of a Table	Creating Relationships Between Tables
Adding, Editing and Deleting Records	Enforcing Referential Integrity
Tour of a Form, Query, and Report	Printing and Deleting Relationships
Previewing and Printing a Database Object	Understanding Relationship Types
Selecting Data	Working with Queries
Cutting, Copying and Pasting Data	Understanding Different Types of Queries
Using Undo and Redo	Creating a Multiple Table Query
Checking Spelling	Creating a Calculated Field
Using the Zoom Box	Working with Expressions and the Expression Builder
Creating and Working with a Database	Using an If Function
Planning a Database	Summarizing Groups of Records
Creating a New Database	Display Top or Bottom Values
Creating and Modifying a Table	Parameter Queries
Creating and Sorting a Query	Finding Duplicate Records
Using AND and OR Operators in a Query	Finding Unmatched Records
Creating a Form with the Form Wizard	Crosstab, Delete and Append Queries
Creating a Report with the Report Wizard	Make-Table Queries
Creating Mailing Labels with the Label Wizard	Update Queries
Converting an Access Database	Working with Forms
Finding, Filtering, and Formatting Data	Creating and Using a Form
Finding and Replacing Data	Understanding Form Views
Sorting Records	Modifying a Form in Layout View
Using Common Filters	Form Design View Basics
Filtering by Selection and Form	Changing Tab Order
Creating an Advanced Filter	Working with Control Properties
Adjusting and Rearranging Rows and Columns	Control Property Reference
Changing Gridline and Cell Effects	Working with Form Properties
Changing the Datasheet Font	Form Property Reference
Freezing and Hiding a Column	Changing a Control's Data Source
Working with Tables and Fields	Creating a Calculated Control
Understanding Field Properties	Changing a Control's Default Value
Indexing a Field	Creating, Modifying and Working with a Subform
Adding a Primary Key to a Table	
Inserting, Deleting, and Reordering Fields	
Adding Field Descriptions and Captions	
Changing the Field Size	

