

ACCESS 2007 – LEVEL 1

Introduction to Access

Synopsis:

This module covers the essential concepts of Access 2007, including guidance on how to use the new Access interface, and topics helping you to create a new database. This module concentrates on designing and editing tables; finding and filtering data; and printing data.

Prerequisites:

An understanding of Windows

Objectives:

- Explore Access
- Create tables
- Work with tables
- Edit tables
- Find and filter data
- Print Data

This module includes:

Exploring Access

- Working with Access
- Starting Access
- Using the interface
- Using the Office Button
- Opening an Existing Database
- Using the Ribbon
- Using Contextual Command Tabs
- Using the Quick Access Toolbar
- Using the Mini Toolbar
- Using Database Objects
- Using the Navigation Pane
- Opening Database Objects
- Using Tabbed Documents
- Closing Tabbed Documents
- Using the Status Bar
- Using the Options Dialog Box
- Closing a Database
- Exiting Access

Creating Tables

- Using Database Templates
- Creating a New Database
- Designing Tables
- Creating a Table in Datasheet View
- Creating a Table in Design View
- Adding Fields
- Assigning Data Types
- Using Multi-valued fields
- Adding a Field Description
- Setting a Primary Key
- Saving a New Table

Working with Tables

- Using Datasheet View
- Navigating fields in Tables
- Using Field Templates
- Adding Records
- Moving Through Records
- Selecting Records
- Editing Records
- Saving Records
- Deleting Records
- Displaying a Totals Row

MICROSOFT OFFICE 2007 COURSE OUTLINE

Editing Tables

- Changing the Row Height
- Changing the Column Width
- Changing the Row Height
- Changing a Font Attribute
- Changing a Cell Effect
- Using Alternate Background Colors
- Selecting a Column
- Moving a Column
- Hiding a Column
- Unhiding a Column
- Freezing a Column

Finding and Filtering Data

- Sorting Records
- Finding Specific Records
- Finding Records using Wildcards
- Using Replace
- Using Filter By Selection
- Applying/Removing a Filter
- Using Filter Excluding Selection
- Using the Search Box
- Using Quick Filters
- Using AutoFilter

Printing Data

- Printing Table Data
- Changing the Page Setup
- Using Print Preview
- Printing Selected Records

ACCESS 2007 – LEVEL 1

Presenting Data

Synopsis:

This module provides information on how to present the data contained in your database, using Forms, Queries and Reports. Students will also learn how to create relationships between tables.

Prerequisites:

An understanding of Windows

Objectives:

- Create Relationships
- Use Simple Queries
- Modify Query Results
- Analyze Tables
- Create Basic Forms
- Create Basic Reports

This module includes:

Creating Relationships

- Using Related Tables
- Creating a Relationship between Tables
- Setting Referential Integrity
- Viewing Subdatasheets
- Deleting a Join Line

Using Simple Queries

- Using Queries and Recordsets
- Using the Simple Query Wizard
- Creating a Query in Design View
- Opening a Query
- Adding a Table to a Query
- Joining Tables in a Query
- Running a Query

Modifying Query Results

- Sorting a Query
- Adding Criteria to a Query
- Hiding a field in a Query
- Displaying a Totals Row in a Query
- Adding a Record using a Query
- Printing a Query

Analyzing Tables

- Analyzing a Table
- Using Relationships in Splits
- Using the Table Analyzer Wizard
- Using the Performance Analyzer

Creating Basic Forms

- Using Forms
- Using the Form Button
- Adding a Record Using a Form
- Using the Calendar for Date Picking
- Using the Form Wizard
- Viewing Records in a Form
- Printing Records in a Form
- Basing a Form on a Query

MICROSOFT OFFICE 2007 COURSE OUTLINE

ACCESS 2007 – LEVEL 1

Presenting Data

Creating Basic Reports

Using Reports

Using the Report Button

Using Print Preview – Reports

Printing Pages of a Report

Using the Report Wizard

Changing Views in a Report

Grouping and Summarizing Report Data

Basing a Report on a Query