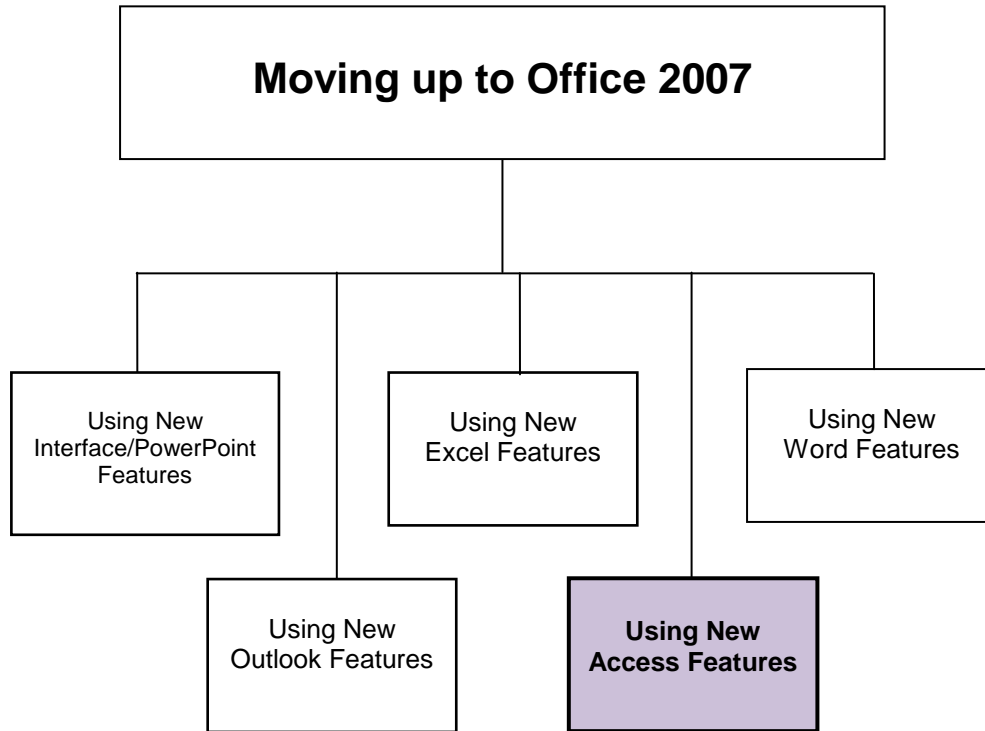


MICROSOFT OFFICE 2007 COURSE OUTLINE



Using New Access Features

Synopsis:

This module covers the New Features in Access 2007.

The first part concentrates on exploring Access 2007, designing and editing tables; finding and filtering data; and working with queries.

The second part covers presentation of data, using forms and reports to analyze information. Students will also learn how to work with macros, collect data via e-mail and customize navigation.

Prerequisites:

An understanding of Windows and Access 2003

Objectives:

- Explore the new Access interface
- Create tables
- Work with tables
- Find and filter data
- Work with queries
- Work with forms
- Work with reports
- Work with macros
- Use data collection via e-mail
- Customize the navigation pane

This module includes:

Exploring The New Access Interface

- Opening an Existing Database
- Using Database Objects
- Using the Navigation Pane
- Opening Database Objects
- Using Tabbed Documents
- Closing Tabbed Documents
- Closing All Tabbed Documents
- Using the Status Bar
- Using the Options Dialog Box
- Closing a Database

Creating and Working with Tables

- Using Database Templates
- Using Table Templates
- Creating a Table in Datasheet View
- Using Field Templates
- Using Multivalued Fields in Tables
- Using Rich Text in a Memo Field
- Using the Attachment Data Type
- Displaying a Totals Row in a Table
- Using Alternate Background Colors
- Displaying Truncated Numbers

Finding and Filtering Data

- Using the Search Box
- Using Quick Filters
- Using AutoFilter

Working with Queries

- Using Multivalued Fields in a Query
- Displaying a Totals Row in a Query

Working with Forms

- Creating a Form with the Create Tab
- Using Form/Layout/Design View
- Moving Fields in a Form
- Using the Field List Task Pane
- Adding a Field from Another Table
- Creating a Split Form
- Converting an Existing Form to a Split Form
- Editing a Split Form
- Using Control Layouts in Forms
- Using a Stacked Layout in a Form

MICROSOFT OFFICE 2007 COURSE OUTLINE

Using New Access Features

Using a Tabular Layout in a Form
Removing a Control from a Layout
Using the Calendar for Date Picking
Editing List Items

Working with Tables

Creating a Report Using the Create Tab
Using Layout and Design Views in a Report
Using a Stacked Layout in a Report
Using a Tabular Layout in a Report
Removing a Control from a Layout
Moving Fields in a Report
Grouping and Sorting in Reports
Displaying Report Totals

Working with Macros

Displaying Macro Design Arguments
Using Embedded Macros
Increasing Security
Using Error Handling and Debugging
Using Temporary Variables

Using Data Collection by Email

Using Data Collection
Using the Collect Data By E-mail Messages
Wizard
Setting Data Collection by Email Options
Manually Processing Replies

Customizing the Navigation Pane

Creating Custom Categories
Creating Custom Groups
Adding Database Objects to a Group
Showing/hiding the Unassigned Objects Group
Deleting Objects from a Group