



Introduction to Microsoft Access 2007

About the Course

Designed for

This is a course with a high level of practical content, aimed at those who have not used Microsoft Access 2007. It is designed for candidates with widely differing experience and skill levels.

Teaching Approach

The teaching approach contains a mix of lectures, practical, and one-to-one work and varies according to the people attending. For the most part, candidates are able to work at a pace which best suits them, and emphasis is placed upon quality of learning, rather than quantity.

Requirements

No previous experience of Microsoft Access 2007 is necessary, but candidates should have a good understanding of computer basics and be familiar with the Windows operating system.

Course Material

A large part of each course is spent with a set of specially prepared exercises and projects so that those attending gain firm foundations through their own practical experience. Professionally presented course notes are provided and these may be retained for reference afterwards.

Duration

This training program is one-day in duration.

Course Outline

WHAT IS ACCESS?

Database Terminology and Description
Creating Files
About Access 2007 Files
Creating a New Database File
Opening a Database File
Closing a Database File
Access 2007 Interface
Access 2007 Workspace
Using the Office Assistant

THE TASK PANE

Using the Available Options in the Task Pane

THE DATABASE WINDOW

Using the Database Menu Bar

THE DATABASE TOOLBAR

Using the Tables Button
Using the Queries Button
Using the Forms Button
Using the Reports Button

TABLES

Creating a Table in Design View
Using the Table Wizard

WORKING WITH TABLES

Changing a Table Design
Adding Records
Finding Records
Editing Records
Filtering Records
Sorting Records

QUERIES

Creating a New Query in Design View
Creating a Using the Wizard
Saving Queries
Opening an Existing Query's Result Window
Open an Existing Query in Design View
Refining the Results of a Query

FORMS

Using Forms
Creating Forms with the Wizard
Modifying a Form in Design View
Using a Form to Locate Information

DISPLAYING AND LINKING IMAGES

About Inserting Images
Inserting the Same Background Image for All Records
Inserting an Image That Does Not Change from Record to Record

REPORTS

Using Reports
Creating a Report Using AutoReport
Creating a Report Using a Wizard
Creating a Report with Totals or Averages

SAVING, MAINTAINING, AND PRINTING REPORTS

Saving a Report
Previewing a Report
Printing a Report