

Access 2007 - Level 1

Duration: 2 days

Overview:

In the course, students create and modify new databases and their various objects.

Target Audience:

This course is designed for students who wish to learn the operations of the Microsoft Access Database program to perform their day-to-day responsibilities, and to understand the advantages that using a relational database program can bring to their business processes.

At Course Completion:

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

- Examine the basic database concepts and explore the Microsoft Office Access 2007 environment
- Design a simple database
- Build a new database with related tables
- Manage the data in a table
- Query a database using different methods
- Design forms
- Generate reports
- Modify the design and field properties of a table to streamline data entry and maintain data integrity
- Retrieve data from tables using joins
- Create flexible queries to display specified records, allow for user-determined query criteria, and modify data using queries
- Enhance the capabilities of a form
- Customize reports to organize the displayed information and produce specific print layouts

Module 1: Exploring the Microsoft® Office Access 2007 Environment

- Examine Database Concepts
- Explore the User Interface
- Explore the Ribbon
- Customize the Access Environment
- Obtain Help
- Use an Existing Access Database

Module 2: Designing a Database

- Describe the Relational Database Design Process
- Define Database Purpose
- Review Existing Data
- Determine Fields
- Group Fields into Tables
- Normalize Data
- Designate Primary and Foreign Keys
- Determine Table Relationships

Module 3: Building a Database

- Create a New Database
- Create a Table
- Manage Tables
- Create a Table Relationship
- Save a Database as a Previous Version

Module 4: Managing Data in a Table

- Modify Table Data
- Sort Records
- Work with Subdatasheets

Module 5: Querying a Database

- Filter Records
- Create a Query
- Add Criteria to a Query
- Add a Calculated Field to a Query
- Perform Calculations on a Record Grouping

Module 6: Designing Forms

- View Data Using an Access Form
- Create a Form
- Modify the Design of a Form

Module 7: Generating Reports

- View an Access Report
- Create a Report
- Add a Custom Calculated Field to a Report
- Format the Controls in a Report
- Apply an AutoFormat to a Report
- Prepare a Report for Print

Module 8: Controlling Data Entry

- Restrict Data Entry Using Field Properties
- Establish a Pattern for Entering Field Values
- Create a List of Values for a Field

Module 9: Joining Tables

- Create Query Joins
- Join Unrelated Tables
- Relate Data Within a Table

Module 10: Creating Flexible Queries

- Set Select Query Properties
- Create Parameter Queries
- Create Action Queries

Module 11: Improving Forms

- Design a Form Layout
- Enhance the Appearance of a Form
- Restrict Data Entry in Forms
- Add a Command Button to a Form
- Create a Subform

Module 12: Customizing Reports

- Organize Report Information
- Format the Report
- Set Report Control Properties
- Control Report Pagination
- Summarize Report Information
- Add a Subreport to an Existing Report
- Create a Mailing Label Report

Module 13: Sharing Data Across Applications

- Import Data into Access
- Export Data
- Analyze Access Data in Excel
- Export Data to a Text File
- Merge Access Data with a Word Document