

MICROSOFT ACCESS 2007 INTRODUCTION

WHO SHOULD ATTEND

Those with little or no experience using Microsoft Access who are involved with the following:

- ◆ Database planning, creation, and maintenance
- ◆ Designing and working with versatile tables, queries, and forms
- ◆ Producing organized reports

PREREQUISITES

A working knowledge of skills outlined in the courses Introduction to Windows and Introduction to Excel is recommended.

COURSE OBJECTIVE

This instructor-led, full day course is designed to teach the student the basics of Access, a powerful relational database-management program, with a main focus on creating databases, tables, queries, forms and reports.

WHAT STUDENTS RECEIVE

Students receive their own Student Manual as well as class exercise files when necessary. We strongly suggest these materials be used for review to further internalize concepts as well as for post-class reference.

NEXT CLASS

We recommend the student enroll in the full day Access Intermediate class to learn more advanced features and concepts including table design and relationships, select queries, and enhanced form and subform design.

SKILLS LEARNED

- ◆ Discuss database concepts and terminology
- ◆ The Access environment
- ◆ Names and functions of various objects
- ◆ Database design principles
- ◆ The table in datasheet view and design view
- ◆ Compare structure to underlying design
- ◆ The Table Wizard and Design View
- ◆ Primary Keys
- ◆ Find specific records and edit their contents
- ◆ Work with records and fields
- ◆ Adding, deleting, and copying values
- ◆ Sort records in a table
- ◆ Filter records that meet specific criterion
- ◆ Create a query to view specific fields
- ◆ Refine the results of a query
- ◆ Create calculation queries
- ◆ Join tables in a query
- ◆ Create a form with the Form Wizard
- ◆ Modify a form with controls and control properties
- ◆ Find, sort, and filter records with a form
- ◆ Multiple-table forms
- ◆ Create a standard report
- ◆ Rows and columns
- ◆ Reports that group information by category
- ◆ Summary information
- ◆ Blank databases
- ◆ Move objects from one database to another

COURSE OUTLINE

LESSON 1: Overview of Access

- ◆ Database concepts and terminology
- ◆ Database planning and design

LESSON 2: Creating Tables

- ◆ Examining tables
- ◆ Creating tables with the Wizard and in Design view
- ◆ Primary keys

LESSON 3: Working with Tables

- ◆ Modifying table design
- ◆ Adding, finding, editing, and deleting records
- ◆ Filtering and sorting records

LESSON 4: Using Select Queries

- ◆ Selecting fields and sorting records
- ◆ Using queries to perform calculations
- ◆ Joining tables in a query

LESSON 5: Creating and Using Forms

- ◆ Form design
- ◆ Using the Form Wizard
- ◆ Multiple-table forms

LESSON 6: Creating and Using Reports

- ◆ Report design
- ◆ Using the Report Wizard
- ◆ Creating reports that contain totals

LESSON 7: Database Maintenance

- ◆ Creating a database
- ◆ Copying objects
- ◆ Compacting a database