



## **MICROSOFT ACCESS 2007 BEGINNERS COURSE OUTLINE**

### **A FIRST LOOK AT ACCESS 2007**

- Creating and opening an Access database.
- Using views.
- Modifying settings within Access
- Using the Access Help facility

### **ACCESS 2007 DATABASE CONCEPTS**

- What is a database?
- What is a relational database?
- Tables
- Records
- Fields
- Field data types
- Field properties
- Primary key
- Index
- Table relationships
- Setting rules to ensure valid relationships

### **ACCESS 2007 TABLES**

- Creating and saving a table
- Specifying field data types.
- Adding and deleting records
- Adding fields
- Modifying data within a record.
- Navigating within a table
- Deleting a table.
- Defining Keys
- Defining a Primary key.
- Indexing a field with or without duplicates allowed.
- Changing field format attributes
- Simple validation rules

- Creating a one-to-one and a one-to-many relationship
- Deleting relationships
- Applying rules to relationships

### **ACCESS 2007 FORMS**

- Creating, opening, saving deleting and closing forms.
- Navigating through records
- Form headers and footers.

### **ACCESS 2007 QUERIES**

- Finding data within a field.
- Applying a filters
- Creating and saving a single table query
- Use two table querys
- Using operators within queries
- Editing, running and deleting a query.
- Saving and closing a query.
- Sorting records

### **ACCESS 2007 REPORTS**

- Creating and saving a report
- Grouping data under a specific field
- Displaying fields in a grouped report
- Headers, Footers

### **ACCESS 2007 PRINTING ISSUES**

- Previewing a table, form or report
- Changing orientation and paper size
- Printing options within Access