



MS Access 2007
Essentials



Creating databases made simple. This course, together with the new enhanced useability of Access 2007 make creating database easy – we'll show you how.

Access 2007 Essentials Training Course

Access 2007 Essentials Training Course Foreword

Access is the world's premier database software. You can use Access to create and edit databases -- just download a ready-made database template and start typing. It's that easy. You can create a database of contacts, expenses, household and/or business inventory. In other words, if you have data, you can create a database of that data using Access. Microsoft's newest version of Access uses the new ribbon interface, and offers significant improvement to its database capability.

Who should attend?

Anyone that wants to quickly learn to build and manage databases in Microsoft Access.

Course length

1-day

Learning Outcomes

By the end of this workshop, participants should be able to:

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| <ul style="list-style-type: none">• Open and close Access• Create a blank database from a template• Open, close, and save a database• Use the Ribbon Interface• Work with database Objects• Sort and Filter the View• Create a blank table from a template, in Datasheet view, and Design View• Use Lookup columns in a table• Add information to a table• Edit, delete and search records• Create a form with the Wizard and in Layout View• Modify a form in Design View• Perform common formatting tasks on forms | <ul style="list-style-type: none">• Use Auto Format• Add or move controls on a form• Create reports using the Report Wizard• Understand the Report Design View• Add a Logo to a report• Create Queries using the Wizard• Execute a Query• Understand the Query Design View• Understand Access file formats and save a database as another file format• Print an Object• Back up the database• Email the database |
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Course Outline

<p>Access 2007 Training Course - Lesson 1 Getting Started</p> <ul style="list-style-type: none">• Workshop Objectives	<p>Access 2007 Training Course - Lesson 2 Getting Started With Access</p> <ul style="list-style-type: none">• Opening Access• Common Database Terms• Opening Access• Understanding the Getting Started Window• Creating a Blank Database from a Template
<p>Access 2007 Training Course - Lesson 3 Using the Access Interface</p> <ul style="list-style-type: none">• Understanding Security Warnings• Interface Overview• Overview of the Ribbon Interface• Using the Navigation Pane	<p>Access 2007 Training Course - Lesson 4 Working with Database Objects</p> <ul style="list-style-type: none">• Viewing Database Objects• Exporting an Object• Renaming an Object• Sorting and Filtering Your View
<p>Access 2007 Training Course - Lesson 5 Creating Tables</p> <ul style="list-style-type: none">• Creating a Blank Table in Datasheet View• Creating a Blank Table from a Template• Understanding Data Types• Understanding Lookup Columns• Creating a Blank Table using Design View• Saving Your Table• Key Table Tools	<p>Access 2007 Training Course - Lesson 6 Working with Tables</p> <ul style="list-style-type: none">• Adding Information to a Table• Editing Records• Deleting Records• Searching for Records
<p>Access 2007 Training Course - Lesson 7 Creating Forms</p> <ul style="list-style-type: none">• Types of Controls• Creating a Form with the Wizard• Creating a Form In Layout View• Modifying Your Form in Design View• Key Features on the Form Tools Tab	<p>Access 2007 Training Course - Lesson 8 Working with Forms</p> <ul style="list-style-type: none">• Working with Forms• Common Formatting Tasks• Using AutoFormat• Adding Controls• Moving Controls• Deleting Records

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Access 2007 Training Course - Lesson 9 **Creating Reports**

- Creating Reports
- Using The Report Wizard
- Using Design View
- Adding a Logo
- Working with Controls
- Key Features on the Report Tools Tab

Access 2007 Training Course - Lesson 10 **Creating Queries**

- Creating Queries
- Types of Queries
- Creating a Query with the Wizard
- Executing a Query
- Query Views
- Key Features on the Query Tools Tab

Access 2007 Training Course - Lesson 11 **Managing Your Database**

- Understanding Access File Formats
- Printing an Object
- Backing Up Your Database
- Emailing Your Database

Access 2007 Training Course - Lesson 12 **Wrapping Up**

- Words from the Wise

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