

Access 2007 Introduction

1 Day Course

Objectives

By the end of the day you will know how to:

- Understand basic database concepts
- Plan and design databases
- Create tables
- Alter tables
- Create and edit records
- Create and modify queries
- Create and modify forms
- Create and modify reports

Prerequisites

A basic understanding of Microsoft Windows, and familiarity with a keyboard and mouse

Course Contents

Unit 1: Getting started

- Topic A: Database concepts
- Topic B: Exploring the Access environment
- Topic C: Getting help

Unit 2: Databases and tables

- Topic A: Planning and designing databases
- Topic B: Exploring tables
- Topic C: Creating tables

Unit 3: Fields and records

- Topic A: Changing the design of a table
- Topic B: Finding and editing records
- Topic C: Organizing records

Unit 4: Data entry rules

- Topic A: Setting field properties
- Topic B: Working with input masks
- Topic C: Setting validation rules

Unit 5: Basic queries

- Topic A: Creating and using queries
- Topic B: Modifying query results and queries
- Topic C: Performing operations in queries

Unit 6: Using forms

- Topic A: Creating forms
- Topic B: Using Design view
- Topic C: Sorting and filtering records

Unit 7: Working with reports

- Topic A: Reports
- Topic B: Modifying and printing reports