



Access 2007 - Beginning Level

Full Day: In this course you will learn the basic operations of the Microsoft Access database application to perform your day-to-day responsibilities, and to understand the advantages that using a relational database application can bring to your business processes.

Exploring the Access 2007

Environment

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

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

Building a Database

- Create a New Database
- Create a Table
- Manage Tables
- Create a Table Relationship
- Watch and Evaluate Formulas
- Save a Database as a Previous Version

Managing Data in a Table

- Modify Table Data
- Sort Records
- Work with Subdatasheets

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

Designing Forms

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

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 Style to a Report
- Prepare a Report for Print