

## **Microsoft Access 2007 - Level 1 Training**

- **Course Number:** Access2k71
- **Length:** 1 Day(s)

### **Certification Exam**

No Microsoft Certified Professional exams are associated with this course.

### **Course Overview**

With its Microsoft Office Fluent user interface and interactive design capabilities that do not require deep database knowledge, Microsoft Office Access 2007 helps you track and report information with ease. Get started quickly with prebuilt applications that you can modify or adapt to changing business needs. Collect information through forms in e-mail or import data from external applications. Create and edit detailed reports that display sorted, filtered, and grouped information in a way that helps you make sense of the data for informed decision-making. Share information by moving your Office Access 2007 files to a Windows SharePoint Services Web site, where you can audit revision history, recover deleted information, set data access permissions, and back up your information at regular intervals.

### **Prerequisites**

Basic computer proficiency is required.

### **Audience**

This course is for anyone who wishes to learn Microsoft Access 2007.

### **Course Outline**

- Part A
- Course Introduction
- Lesson 1 - Exploring the Access Environment
- Exploring the Access Environment
- Database
- Database Terminology
- Relational Databases
- Getting Started With Microsoft Office Access Window
- The Microsoft Office Button
- The Ribbon
- ScreenTips
- The Quick Access Toolbar
- The Navigation Pane
- The Tabbed Document Window Viewing Feature
- The Microsoft Office Window Frame
- The Home Tab
- The Create Tab
- The External Data Tab
- The Database Tools Tab
- Contextual Tabs
- Dialog Box Launchers

- Galleries
- The Access Options Dialog Box
- Customize Options
- Access Help 2007
- Access Help Toolbar Options
- Table
- Query
- Recordset
- Form
- Report
- Demo - Navigation
- Demo - Customize Access
- Demo - Help
- Lesson 1 Review
- Lesson 2 - Designing a Database
- Designing a Database
- The Relational Database Design Process
- Statement of Purpose—Example
- Statement of Purpose—Non-Example
- Existing Data—Paper Format
- Existing Data—Electronic Format
- How to determine Additional Fields
- Field and Table Names
- How to Group Fields into Tables
- Normalization
- Denormalization
- Primary Keys—Example
- Primary Keys—Non-Example
- Composite Keys
- Foreign Keys
- Table Relationships
- One-to-One Relationship
- One-to-Many Relationship
- Lesson 2 Review
- Lesson 3 - Building a Database
- Building a Database
- Access Database Templates
- Table Views
- The Field Insertion Feature
- Field Templates Task Pane
- Data Types
- Rich Text Memo Field
- Auto Calendar
- Multi-valued Fields
- File Types
- Table Properties
- Table Design Options
- Referential Integrity
- The Relationships Window
- The Edit Relationships Dialog Box
- Relationship Report
- Demo - Create Database

- Demo - Create Table
- Demo - Manage Table and Relationship
- Lesson 3 Review
- Part B
- Lesson 4 - Managing Data in a Table
- Managing Data in a Table
- The Search and Replace Commands
- The Totals Feature
- Records Sorting
- Subdatasheet
- Subdatasheets
- Demo - Managing Data
- Demo - Sorting
- Lesson 4 Review
- Lesson 5 - Querying a Database
- Querying a Database
- Filter Data
- Simple Queries – The Query Wizard
- The Query Wizard
- The Query Design Feature
- Query Criteria
- Comparison Operators
- Conditional Operators
- Arithmetic Operators
- Expressions
- The Expression Builder
- The Zoom Dialog Box
- The Property Sheet Pane
- Demo - filter
- Demo - Create Query
- Demo - Calculations
- Lesson 5 Review
- Lesson 6 - Designing Forms
- Designing Forms
- Form Sections
- The Record Navigation Bar
- The Form Wizard
- Controls
- Demo - Use Form
- Demo - Create a Form
- Demo - Modify Forms
- Lesson 6 Review
- Lesson 7 - Generating Reports
- Generating Reports
- Report Sections
- The Report Wizard
- Summary Options
- Control Properties
- AutoFormat
- Page Setup Options
- Print Preview
- Proofing Options

- Demo - Create Reports
- Demo - Modify Reports and Math
- Lesson 7 Review
- Course Closure