

Microsoft Access 2007 - New Features

- **Course Number:** Access2k7N
- **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. This course will enable users of earlier versions of Access to familiarize themselves with the new features and functionality of Access 2007.

Prerequisites

Familiarity with earlier versions of Microsoft Access is required.

Audience

This course is for anyone who wishes to upgrade their skills from earlier versions of Microsoft Access to Access 2007.

Course Outline

- Course Introduction
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- Lesson 1 - Exploring the Access Environment
- Exploring the Access Environment
- The Getting Started With Microsoft Office Access Window
- The Microsoft Office Button
- The Ribbon
- ScreenTips
- The Quick Access Toolbar
- The Navigation Pane
- Demo - Navigation
- The Tabbed Document Window Viewing Feature
- The Microsoft Office Window Frame Galleries
- The Home Tab
- The Create Tab
- The External Data Tab
- The Database Tools Tab
- Dialog Box Launchers
- Contextual Tabs
- The Access Options Dialog Box
- Demo - Customize Options
- Lesson 1 Review
- Lesson 2 - Creating Tables and Forms
- Creating Tables and Forms

- The Field Insertion Feature
- Data Types
- Rich Text Memo Field
- Auto Calendar
- Field Templates Task Pane
- Demo - Create a Table
- Multivalued Fields
- Alternate Background Color
- Form Creation Tools
- Demo - Create a Form
- Demo - Modify a Form
- Layouts
- Types of Layouts
- The WYSIWYG Interface
- Lesson 2 Review
- Lesson 3 - Creating Queries and Reports
- Creating Queries and Reports
- The Query Wizard
- The Query Design Feature
- Advanced Querying Options
- Demo - Create a Query
- Embedded Macros
- The Report Design Feature
- The Report Wizard
- The Report Feature
- Demo - Create and Format a Report
- The Grouping Feature
- Sort Data
- The Totals Feature
- Filter Data
- The Rich Text Support Feature
- Lesson 3 Review
- Lesson 4 - Working with External Data
- Working with External Data
- Options for Importing Data
- Demo - Import Excel Data
- Demo - Import a CSV File
- Options for Exporting Data
- Demo - Export Data to Excel
- Lesson 4 Review
- Course Closure