



Microsoft Access 2007: Introduction

Overview: This course is designed for students who wish to learn the basic operations of the Microsoft Access Database program to perform their day-to-day responsibilities, and to understand the advantages that using a relational database program can bring to their business processes. Students will learn how to design and create new databases, tables, and relationships; create and maintain records and produce reports.

Prerequisites: Windows XP Introduction or equivalent knowledge.

Course Length: One day

Course Content

Lesson 1: Exploring the Access Environment

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

Lesson 2: 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

Lesson 3: Building a Database

- Create a New Database
- Create a Table
- Manage Tables
- Create a Table Relationship

Lesson 4: Managing Data in a Table

- Modify Table Data
- Sort Records
- Work with Subdatasheets

Lesson 5: 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



Lesson 6: Designing Forms

View Data Using an Access Form

Create a Form

Create a Form Using the Form Wizard

Modify the Design of a Form

Lesson 7: Generating Reports

View an Access Report

Create a Report

Create a Report Using the Report Wizard

Add a Custom Calculated Field to a Report

Format the Controls in a Report

Apply an AutoFormat to a Report

Prepare a Report for Print