



## **Microsoft Access 2007: New Features**

**Overview:** This course is designed to introduce students familiar with Access 2003 to the new features that enhance the management, presentation, and distribution of databases in Access 2007. Students will explore and customize the Access environment, work with tables and forms, create queries, and work with external data.

**Prerequisites:** Access 2003 Introduction or equivalent knowledge.

**Course Length:** One day

### **Course Content**

#### **Lesson 1: Exploring the Access Environment**

Explore the User Interface  
Work with the Ribbon  
Work with Contextual Tabs  
Customize the Access Environment

#### **Lesson 2: Creating Tables and Forms**

Create a Table  
Create a Form  
Design a Form Layout

#### **Lesson 3: Creating Queries and Reports**

Query a Database  
Generate Reports  
Format a Report

#### **Lesson 4: Working with External Data**

Import Data  
Export Data