



ACCESS 2007

INTRODUCTION

COURSE CODE : AC207TRO

DURATION : 1 DAY

COURSE AIMS

This course is designed for delegates who wish to gain a basic understanding of the principles of creating a database using Microsoft Access. Access is a very powerful tool which allows the user to create tables, queries and reports with ease.

DELEGATE PRE-REQUISITES

Delegates must be familiar with the Windows Environment and be proficient with a computer, keyboard and mouse. No prior knowledge of Access is required.

COURSE OUTLINE

ACCESS WORKPLACE

- The 2007 Workplace
- How to Find Commands in 2007
- Customising The Quick Access Toolbar
- The Office Button
- Customising the New Status Bar

THE BASICS

- Terminology and Concepts
- What is a Database?
- The Database Structure

OPENING A DATABASE & SECURITY ISSUES

CREATING A DATABASE

- Creating Tables
- Using Datasheet View
- Using Design View

TABLE MODIFICATION & NAVIGATION

- Adding Fields
- Data Types
- Formatting Data in Tables
- Adding Records
- Navigation Pane
- Field Properties
- Input Mask
- Validation Rules
- Field Properties - Guides Table

MANIPULATING RECORDS & TABLES

PRIMARY KEYS & INDEXING

- Defining a Primary Key
- Indexing
- Manipulating Single & Multiple Field Indexes

FILTERING & SORTING

- Text Filters
- Single & Multiple Filters
- Sorting

RELATIONSHIPS

- Table Relationships
- One-to-Many Relationship
- Many-to-Many Relationship
- One-to-One Relationship
- Relationships between Tables
- Referential Integrity
- Cascade Options

ACCESS 2007 FORMS

- Forms Overview
- Creating / Modifying Forms
- Form View
- Modifying Records

USING QUERIES

- What are Queries?
- Creating simple Queries
- Adding Criteria to a Query
- Running a Query
- Editing Criteria in a Query
- Creating a Two Table Query and Sorting the Results
- Saving a Query

ACCESS 2007 REPORTS

- What are Reports?
- Using the Report Wizard
- Modifying the Layout of a Report
- Adding & Modifying Field Names within a Report
- Adding Logos to a Report
- Using Autoformat

PRINTING OPTIONS

- Considerations before Printing
- Printing Tables, Query, Reports or Forms
- Print Preview



FAST TRACK
COMPUTER TRAINING