Microsoft® Office Access 2007: Level 1

Course Objective: You will maintain data consistency and integrity; improve queries, forms, and reports; and also integrate Microsoft® Office Access™ 2007 with other applications.

Prerequisites: You should be familiar with using Windows computers and managing information on the computer. Specifically, you should be able to easily launch and close programs; navigate to information stored on the computer; and manage files and folders.

Delivery Method: Instructor-led, group-paced, hands-on classroom-training with activities. Additionally, manuals are provided for each student for after-class reference.

Training Course Content

Lesson 1: Exploring the Environment

Topic 1A: Examine Database Concepts
Topic 1B: Explore the User Interface
Topic 1C: Use an Existing Access Database
Topic 1D: Customize the Access Environment
Topic 1E: Obtain Help

Lesson 2: Designing a Database

Topic 2A: Describe the Relational Database Design Process
Topic 2B: Define Database Purpose
Topic 2C: Review Existing Data
Topic 2D: Determine Fields
Topic 2E: Group Fields into Tables
Topic 2F: Normalize Data
Topic 2G: Designate Primary and Foreign Keys
Topic 2H: Determine Table Relationships

Lesson 3: Building a Database

Topic 3A: Create a New Database
Topic 3B: Create a Table
Topic 3C: Manage Tables
Topic 3D: Create a Table Relationship
Topic 3E: Save a Database as a Previous Version

Lesson 4: Managing Data in a Table

Topic 4A: Modify Table Data
Topic 4B: Sort Records
Topic 4C: Work with Sub-data sheets

Lesson 5: Querying a Database

Topic 5A: Filter Records
Topic 5B: Create a Query
Topic 5C: Add Criteria to a Query
Topic 5D: Add a Calculated Field to a Query
Topic 5E: Perform Calculations on a Record Grouping

Lesson 6: Designing Forms

Topic 6A: View Data Using an Access Form
Topic 6B: Create a Form
Topic 6C: Modify the Design of a Form

Lesson 7: Generating Reports

Topic 7A: View an Access Report
Topic 7B: Create a Report
Topic 7C: Add a Custom Calculated Field to a Report
Topic 7D: Format the Controls in a Report
Topic 7E: Apply an AutoFormat Style to a Report
Topic 7F: Prepare a Report for Print