Microsoft Access 2007
Module 1

General Description	The skills and knowledge covered in this publication are sufficient to create real-world database applications that collect data, permit data to be queried, produce reports and display information in forms.
Learning Outcomes	At the completion of Microsoft Access 2007 Module 1 you should be able to: • understand how Access is used and how to navigate around it • design a database with lookup tables • create a database structure using Access 2007 • modify the structure of an existing table • add records to a new table • add transactional records to a lookup database • use various data validation features in Access to protect data • work with the records in a database table • format the data in a table • sort and filter records in a table • create simple and effective queries • perform more advanced queries using a variety of querying techniques • create meaningful reports from tables • create and use a variety of forms
Target Audience	This publication is primarily designed for people who need to know how to use Microsoft Access to create databases. It is ideal for people who work in a variety of tasks and occupations where the assembly and collection of data is important.
Prerequisites	This publication assumes little or no knowledge of the software Microsoft Access 2007. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.
Pages	140 pages
Approx* Duration	14-16 hrs
Course Disk	Many of the topics in Microsoft Access 2007 Module 1 require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is INF741.
Methodology	The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario.
Companion Publications	There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com.

* Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Wednesday, January 21, 2009 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

Product Information

AUSTRALIAN MADE

Microsoft Access 2007
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