

Microsoft Access 2007 Level 1

General Description	The skills and knowledge acquired in Microsoft Access 2007 Level 1 are sufficient to create robust relational database systems, enter, edit and delete data in database files, produce information in forms and reports and generate queries on the data.
Learning Outcomes	At the completion of Microsoft Access 2007 Level 1 you should be able to: <ul style="list-style-type: none">• 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• work with the records in a database table• sort and filter records in a table• create simple and effective queries• create meaningful reports from tables• create and use a variety of forms
Target Audience	Microsoft Access 2007 Level 1 is designed for people who need to know how to create effective databases and to manipulate data to provide viable information.
Prerequisites	Microsoft Access 2007 Level 1 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.
Pages	112 pages
Approx* Duration	6-8 hrs
Course Disk	Many of the topics in Microsoft Access 2007 Level 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 INF743.
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 Thursday, October 07, 2010 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



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Contents

Access 2007 Orientation

- Understanding Microsoft Access 2007
- Starting Access
- Understanding The Getting Started Screen
- Opening An Existing Database File
- Understanding The Access 2007 Screen
- Working With The Navigation Pane
- Working With A Table
- Working With Other Database Objects
- Closing A Database File
- Exiting From Access 2007

Designing A Lookup Database

- How Access Stores Data
- Access 2007 Data Types
- Scoping Your New Database
- Identifying Table Problems
- Refining Table Structures
- Finalising The Design

Creating A Lookup Database

- Creating A New Database File
- Creating The Lookup Table
- Defining The Primary Key
- Saving And Closing A Table
- Creating The Transaction Table
- Understanding Lookup Table Relationships
- Connecting To A Lookup Table
- Viewing Table Relationships

Modifying Table Structures

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- Adding Fields To An Existing Table
- Understanding Field Properties
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- Changing Field Names
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- Deleting A Table From A Database File

Adding Records To A Table

- Typing Records In A Table
- Adding Records Using A Form
- Saving A Form Layout For Reuse
- Adding Records Using An Existing Form
- Assignment – Adding Records
- Importing From Microsoft Excel

Adding Transactional Records

- Typing Transactional Records
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- Adding Records Using A Subdatasheet
- Removing A Subdatasheet
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Working With Records

- Table Navigation
- Navigating To A Specific Record
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- Deleting A Record
- Deleting Several Records
- Searching In A Table
- Searching In A Field
- Finding And Replacing
- Printing Records From A Table
- Compacting A Database

Sorting And Filtering

- Simple Sorting
- Sorting On Several Fields
- Simple Filtering
- Working With Filters
- Filtering Between Dates

Creating Queries

- Understanding Queries
- Creating A Query Design
- Working With A Query
- Changing A Query Design
- Applying Record Criteria
- Clearing Selection Criteria
- Saving A Query

- Running Queries From The Navigation Pane
- Deleting A Query
- Assignment – Creating Queries

Creating And Using Reports

- Understanding Reporting In Access
- Creating A Basic Report
- Working With Existing Reports
- Previewing And Printing A Report
- Changing The Report Layout
- Using The Report Wizard
- Creating A Grouped Report
- Creating A Statistical Report
- Working With Grouped Reports

Creating And Using Forms

- Understanding Forms
- Creating A Basic Form
- Creating A Split Form
- Binding A Form To A Query
- Using The Form Wizard
- Working With Existing Forms
- Editing Records In A Form
- Deleting Records Through A Form
- Deleting An Unwanted Form

Concluding Remarks

Your supplier is:

Product Information