



Product Code: INF743 ISBN: 978-1-921340-72-7

# 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> <li>understand how Access is used and how to navigate around it</li> <li>design a database with lookup tables</li> <li>create a database structure using Access 2007</li> <li>modify the structure of an existing table</li> <li>add records to a new table</li> <li>add transactional records to a lookup database</li> <li>work with the records in a database table</li> <li>sort and filter records in a table</li> <li>create simple and effective queries</li> <li>create meaningful reports from tables</li> <li>create and use a variety of forms</li> </ul>
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 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.

<sup>\*</sup> 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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## **Concluding Remarks**

**Product Information** 

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