

Microsoft Office Access 2007 (Foundation)

IN BRIEF

Delivery: Instructor Led

Duration: 1 day

Class size: 10 Students Max.

Inclusions: Microsoft Access 2007 expert instructor, comprehensive course manual, individual computer access and refreshments.

Audience: This course is intended for participants who need to know how to use Microsoft Access 2007 including the new Office 2007 ribbon, creating tables, queries and reports.

Prerequisites: This course assumes no prior knowledge of Microsoft Access 2007. Participants are expected to have a general understanding of Windows operating systems in order to start applications, work with and copy files, and locate file folders.

Products Covered:
Microsoft Office Access 2007

Further Training:
Microsoft Office Access 2007 (Intermediate)
Microsoft Office Access 2007 (Advanced)

Course Description

This one day, instructor-led course covers basic aspects of Microsoft Access and deals with navigation the new Office 2007 ribbon. It includes areas such as records, tables and queries; protecting your data, and viewing reports.

Objectives

At the completion of this courseware participants will be able to:

- Navigate using the Access 2007 ribbon
- protect your data
- plan and create a database
- format and filter data
- create tables, forms and queries
- view and print data

Topics Covered

Starting Out

What's New in Access 2007?
Basic Terminology
Opening and Closing Microsoft Access
Interface Overview

Using the Getting Started Window

Overview of the Window
Navigating Through the Window
Creating a Database from a Template
Creating a Blank Database

The Trust Center

Warnings You May See
Enabling Content
About Digital Signatures
About Trusted Locations
Assigning passwords

Getting Help

Online Help vs. Offline Help
Searching for Help

Using the Quick Access Toolbar

About the Default Buttons
Adding and Removing Buttons
Customizing the Toolbar

The Home Ribbon

Views
Clipboard
Font and Rich Text
Record
Sort and Filter
Find

Create Ribbon

Tables and Forms
Reports

External Data Ribbon

Import and Export
Collect Data
SharePoint Lists

Database Tools Ribbon

Macro
Show/Hide
Analyze
Move Data
Database Tools

First Steps

Planning and Creating a Database
Creating a Database from a Template
Using Database Objects
Setting Navigation Options

About Records

Navigation Tips
Adding, Editing and Deleting Records
E-Mailing Records
Printing Records

Creating a Table

Entering Data into a Table
Formatting a Table

Formatting Text

Using the Zoom Box
Selecting Data
Cutting, Copying, and Pasting
Using the Format Painter
Using Undo and Redo
Checking your Spelling

Creating Forms

Bound vs. Unbound Controls
Creating a Form with the Wizard
Using Design View to Modify Your Form

Creating Queries

Creating a Query with the Wizard
Using Design View to Modify a Query
Using Queries

Reports

Creating a Report with the Wizard
Using Design View to Modify a Report
Using Reports

Sorting and Filtering Data

Using Find and Replace
Sort Ascending or Descending
Toggling Filter
Using Selection and Advanced Sort

Viewing Data

Using the View Menu and Icons
Using and Closing the Tabs

Printing a Database Object

Using the Quick Print Icon
Using the Print Menu and Preview
Printing vs. Exporting