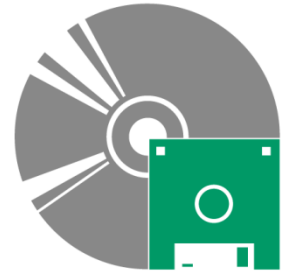


Microsoft Office

Access 2007 1-Day Introduction Course

The topics listed below are included in a standard Microsoft Access 2007 1-Day Introduction training course. On request, we will tailor client specific introduction courses to meet your requirements, please contact us for further details.



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COURSE OUTLINE

Access 2007 Database

- Definition of a database
- Designing a database
- Access database objects
- Object naming rules
- Access 2007 welcome screen
- Create a new database
- Database security warnings
- The database window
- Fluid ribbon interface
- Navigation pane
- Quick Access Toolbar
- Close a database
- Open an existing database
- Convert a database from a previous version

Access Database Terminology

- Primary Key
- Indexing Fields
- Referential Integrity
- Access Help

Tables

- Table Overview
- Create table methods
- Lookup table overview
- Create a table
- Table views
- Table Tools ribbon
- Apply data types and field properties
- Create a lookup table
- Embed a lookup table
- Save a table

Who Should Attend

New or inexperienced users of Access 2007, who wish to use a database with confidence. No prior database knowledge is required. Delegates would find prior knowledge of Excel tables helpful although not necessary.

Queries

- Query overview
- Create query methods
- Create simple queries
- Query views
- Query Tools ribbon
- Apply simple criteria
- Run queries
- Save queries

Forms

- Form overview
- Create form methods
- Create a simple form
- Form views
- Edit and add records
- Filter records
- Delete records
- Search for records
- Introduction to basic form layout
- Form layout tools
- Introduction to basic form design
- Form design Tools

Reports

- Create report methods
- Create a simple report
- Report views
- Introduction to report layout
- Introduction to report design

Shortcut Keys