

Microsoft Access 2007 Introductory Level

Course Objectives:

This course is designed for new users of Microsoft Access 2007, or for users with limited experience. Delegates will learn how to plan, design, create and edit a database.

Prior Knowledge Required:

No prior knowledge of Access is required, but some basic PC and Windows experience is assumed.

Course Duration: 1 day

Introduction

- Concepts of a Relational Database
- Launching Access

The Access Environment

- Exploring The Access User Interface
- Using The Ribbon
- Working with Contextual Tabs
- Customising The Access Environment
- Getting Help

Working With Tables

- Creating a Table
- Setting Field Names, Data Types & Properties
- Assigning a Primary Key
- Table Views
- Editing a Table Design

Entering and Editing Table Data

- Entering Data in a Datasheet
- Moving Around Tables
- Selecting Fields and Records
- Editing Table Data
- The AutoCorrect Feature
- The Spell Checking Feature
- Formatting the Table Appearance
- Searching For Data Records
- Sorting and Filtering Table Data

File Procedures and Printing

- Database File Operations
- Object File Operations
- Printing Options & Print Preview

Using Queries

- Understanding Queries
- Creating and Amending a Query

Working With Forms

- Creating a Form
- Viewing a Form
- Moving Around a Form
- Editing and Formatting a Form
- Creating a Form with Multiple Pages or Tabs
- Using Filters



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