Microsoft Office Access 2007: Basic

- Course Length: 1 Day

Course Overview

This course covers the basic functions and features of Access 2007. Students will learn how to design and create databases; work with tables, fields, and records; sort and filter data; and create queries, forms, and reports.

Designated as Approved Courseware for the Microsoft Certified Application Specialist program, this course will help students prepare for the Access 2007 exam (77-605). For comprehensive certification training, students should complete Access 2007: Basic, Intermediate, and Advanced.

Course Outline

Course Introduction 4m

Unit 01 - Getting Started 25m

Topic A: Database Concepts
Database Components
Demo A-1: Identifying Database Components
Relational Database

Topic B: Exploring the Access Environment
Access Environment
Demo B-1: Starting Access and Examining the Access Window
Opening Databases
Demo B-2: Opening a Database
The Navigation Pane
Open a Database Table

Topic C: Getting Help
Microsoft Access Help Online
Access Help Offline
Demo C-1: Using Help
Unit 01 Review

Unit 02 - Databases and Tables 51m

Topic A: Planning and Designing Databases
Planning a Database
Rules for Names
Database Templates
Demo A-1: Creating a Database from a Template
Creating Blank Databases
Demo A-2: Creating a Blank Database

Topic B: Exploring Tables
Views
Datasheet View
Navigating in Datasheet View
Record Selector
Demo B-1: Navigating in a Table in Datasheet View
Table in Design View
Demo B-2: Examining a Table in Design View

**Topic C: Creating Tables**
Fields in the Events Template
Demo C-1: Creating a Table by Using the Table Templates
Creating Tables in Design View
Demo C-2: Creating a Table in Design View
Demo C-3: Adding Fields and Descriptions to a Table
Setting the Primary Key
Demo C-4: Setting the Primary Key
The Save As Dialog box
Demo C-5: Saving the Table
Adding a Record
Demo C-6: Adding a Record
Paste Tables As Dialog Box
Demo C-7: Copying, Modifying, and Deleting a Table
Composite Key
Demo C-8: Creating a Composite Key

Unit 02 Review

**Unit 03 - Fields and Records** 40m

**Topic A: Changing the Design of a Table**
Ineffective Field Names
Demo A-1: Modifying Field Names
Selecting a Field
Deleting and Inserting Fields
Demo A-2: Deleting and Inserting Fields
Moving Fields
Demo A-3: Moving a Field
Attachment Data Type
The Attachments Dialog Box
Demo A-4: Using the Attachment Data Type
Using a Total Row
Demo A-5: Adding a Total Row

**Topic B: Finding and Editing Records**
Find and Replace Dialog Box
Demo B-1: Finding and Replacing a Value
Undoing Changes
Demo B-2: Undoing Changes

**Topic C: Organizing Records**
Sorting Records by a Single Field
Demo C-1: Sorting Records by a Single Field
Sorting Records by Multiple Fields
Demo C-2: Sorting Records by Multiple Fields
Filter by Selection
Filter from the Shortcut Menu
Demo C-3: Using Filter by Selection
Filter by Form
Unit 04 - Data Entry Rules

Topic A: Setting Field Properties
Field Properties
Required Property
Demo A-1: Setting the Required Property
Allow Zero Length Property
Demo A-2: Using the Allow Zero Length Property
Field Size Property
Demo A-3: Setting the Field Size Property
Append Only Property
History Dialog Box
Demo A-4: Setting the Append Only Property

Topic B: Working with Input Masks
Input Mask Definition: Sections
Creating Input Masks
Demo B-1: Creating an Input Mask
Using the Input Mask Wizard
Demo B-2: Working with the Input Mask Wizard

Topic C: Setting Validation Rules
Creating Validation Rules
Demo C-1: Creating Validation Rules
Setting Validation Text
Demo C-2: Setting Validation Text

Unit 05 - Basic Queries

Topic A: Creating and Using Queries
Queries
The Simple Query Wizard
Demo A-1: Using the Query Wizard
Creating Queries in Design View
Demo A-2: Creating a Query in Design View
Saving and Running a Query
Demo A-3: Saving and Running the Query
Sorting Results of a Query
Demo A-4: Sorting Query Results
Filtering Query Results
Demo A-5: Filtering a Query by Adding Criteria
Creating Queries from Filters
Demo A-6: Creating a Query from a Filter

Topic B: Modifying Query Results and Queries
Editing Query Results
Demo B-1: Editing Query Results
Modifying the Query Design
Demo B-2: Adding Fields to a Query
Searching for Null Values
Demo B-3: Finding Records with Empty Fields

**Topic C: Performing Operations in Queries**
Using Comparison Operators
Demo C-1: Using Comparison Operators
Using the OR Condition
Demo C-2: Using the OR Condition
Using the AND Condition
Demo C-3: Using the AND Condition
Wildcard Operators
Demo C-4: Using the * Wildcard
Using Calculations
Demo C-5: Using Calculations in a Query
Totaling a Group of Records
Demo C-6: Totaling a Group of Records
Avg and Count Functions
Demo C-7: Using the Avg and Count Functions

Unit 05 Review

**Unit 06 - Using Forms**

**Topic A: Creating Forms**
A Sample Form
Form in Design View
Form Tools on the Design Tab
Form Tools on the Layout Tab
Demo A-1: Examining a Form
The Form Feature
A Basic Columnar Form
Demo A-2: Creating a Basic Form
The Form Wizard
Demo A-3: Creating a Form Using the Form Wizard

**Topic B: Using Design View**
Creating Forms in Design View
Demo B-1: Creating a Form in Design View
Adding a Control
Demo B-2: Addings Controls
Property Sheet
Modifying Section Properties
Demo B-3: Modifying Properties
Conditional Formatting
Demo B-4: Applying Conditional Formatting

**Topic C: Sorting and Filtering Records**
Sorting Records
Demo C-1: Using a Form to Sort Records
Filtering Records
Demo C-2: Using a Form to Filter Records
Unit 07 - Working with Reports

**Topic A: Reports**

Print Preview
Demo A-1: Examining a Report
Basic Reports
Demo A-2: Creating a Basic Report
Using the Report Wizard
Sample Report Preview
Demo A-3: Creating a Report Using the Report Wizard
Sections in Design View
Demo A-4: Creating a Report Using Design View

**Topic B: Modifying and Printing Reports**

Modifying Reports
Demo B-1: Modifying Reports in Design View
Layout View
Demo B-2: Modifying Reports in Layout View
Grouping Records in a Report
Group, Sort, and Total Pane
Demo B-3: Grouping, Sorting, and Filtering a Report
Adding Summary Fields
The Summary Options Dialog Box
Demo B-4: Adding Summary Fields Using the Report Wizard
Modifying Layout and Style
Demo B-5: Modifying the Layout and Style of a Report
The Page Layout Group

Unit 07 Review