

## 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

Course Introduction

#### **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

Demo C-4: Using Filter by Form  
Filter Excluding Selection  
Demo C-5: Using Filter Excluding Selection  
Advanced Filter/Sort  
Demo C-6: Using Advanced Filter/Sort  
Deleting Records  
Demo C-7: Deleting a Record  
Unit 03 Review

## **Unit 04 - Data Entry Rules**

**30m**

### **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 04 Review

## **Unit 05 - Basic Queries**

**36m**

### **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**

**30m**

### **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: Adding 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 06 Review

## **Unit 07 - Working with Reports**

**30m**

### **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

**Total Duration: 4h 6m**