



# Microsoft Access 2007 Level 1

## COURSE OUTLINE

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| <p><b>Course Duration:</b></p> <p>1 Day</p> <p><b>Prerequisites:</b></p> <p>Project 2003: Basic or equivalent experience</p> <p><b>Course Overview:</b></p> <p><b>After completing this course, students will know how to:</b></p> <p>Organize data efficiently by using a database management system; start Access and open Access databases; and use the Help feature.</p> <p>Plan and create a database; use Datasheet view and Design view; and create tables and work in tables.</p> <p>Modify a table's design; use the attachment data type; find and replace data; sort, filter, and delete records.</p> <p>Set field properties, create input masks, and set validation rules.</p> <p>Create queries, and sort and filter the results; modify queries; and perform operations in queries.</p> <p>Create, modify, and work with forms; and use them to sort and filter records. ? Create reports by using the Report button, the Report Wizard, Design view, Layout view, and queries; modify and print reports.</p> | <p><b>Outline:</b></p> <p><b>Getting started</b></p> <p>Database concepts<br/>Exploring the Access environment<br/>Getting help</p> <p><b>Databases and tables</b></p> <p>Planning and designing databases<br/>Exploring tables<br/>Creating tables</p> <p><b>Fields and records</b></p> <p>Changing the design of a table<br/>Finding and editing records<br/>Organizing records</p> <p><b>Data entry rules</b></p> <p>Setting field properties<br/>Working with input masks<br/>Setting validation rules<br/>Using indexes</p> | <p><b>Basic queries</b></p> <p>Creating and using queries<br/>Modifying query results and queries<br/>Performing operations in queries</p> <p><b>Using forms</b></p> <p>Creating forms<br/>Using the Form Wizard<br/>Using Design view<br/>Finding, sorting, and filtering records</p> <p><b>Working with reports</b></p> <p>Creating reports<br/>Modifying and printing reports</p> |
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