

Access 2007 Introduction Day 1

Duration: 1 Day

Course Overview:

This is day one of our two-day Access Introduction course. In this course, students learn basic database concepts and review the various components of a database. This course covers all four basic aspects of working with an Access database (tables, queries, forms, and reports). Students will be exposed to database management and will learn the task of storing, searching, filtering, querying and creating reports within a database system. Students will design databases, create tables and table relationships, input and manipulate information, and create select queries to isolate grouped records. Finally, students will design forms and reports to present data in a customized structure. This course provides the fundamental knowledge and techniques needed to advance to more complex Access responsibilities such as maintaining databases and using programming techniques that enhance Access applications.

Students Learn How To:

- Utilize the concepts of database design, including; tables, queries, forms and reports
- Build a new database with related tables
- Analyze data by using a select query to perform calculations
- Use filters to isolate records temporarily in an open datasheet
- Create and customize forms or reports by applying special effects and other formats

Who Should Attend: Anyone who will be using Access 2007 or who must support an Access database.

Prerequisites: Windows 2000 or XP Introduction or equivalent knowledge.

Course Outline:

Exploring the Microsoft Office Access 2007 Environment

- Examine Database Concepts
- Explore the User Interface
- Use an Existing Access Database
- Customize the Access Environment
- Obtain Help

Designing a Database

- Describe the Relational Database Design Process
- Define Database Purpose
- Review Existing Data
- Determine Fields
- Group Fields into Tables
- Normalize Data
- Designate Primary and Foreign Keys
- Determine Table Relationships

Building a Database

- Create a New Database
- Create a Table
- Manage Tables
- Create a Table Relationship
- Save a Database as a Previous Version

Managing Data in a Table

- Modify Table Data
- Sort Records
- Work with Subdatasheets

Querying a Database

- Filter Records
- Create a Query
- Add Criteria to a Query
- Add a Calculated Field to a Query
- Perform Calculations on a Record Grouping

Designing Forms

- View Data Using an Access Form
- Create a Form
- Modify the Design of a Form

Generating Reports

- View an Access Report
- Create a Report
- Add a Custom Calculated Field to a Report
- Format the Controls in a Report
- Apply an AutoFormat Style to a Report
- Prepare a Report for Print