Access 2007 New Features

Duration: 1/2 Day

Course Overview:

Access 2007 New Features is a hands-on instruction course that introduces you to the additional features in Access 2007 for improving the management, presentation, and distribution of your databases.

Students Learn How To:

- Explore the Access 2007 interface
- Work with tables and forms
- Create queries and reports using the enhanced features of Access 2007
- Work with external data

Who Should Attend: This course is designed for experienced Access users who have worked with earlier versions of Access, ideally Access 2003, and who have upgraded to Access 2007.

Prerequisites: Students enrolling in this course should understand how to use some version of Access, preferably 2003 or XP, and have some familiarity with the Internet. This course covers the commonly used new features for a typical user. Due to the nature of this course and the minimal prerequisites, there are other more advanced new features that are not covered in depth.

Course Outline:

Exploring the Access Environment

Explore the User Interface
Work with the Ribbon
Work with Contextual Tabs
Customize the Access Environment

Creating Tables and Forms

Create a Table
Create a Form
Design a Form Layout

Creating Queries and Reports

Query a Database
Generate Reports
Format a Report

Working with External Data

Import Data
Export Data

Appendix A: New Features in Microsoft Office Access 2007