

Access 2007: Basic

1 Day

Description

Most organizations maintain and manage large amounts of information. One of the most efficient and powerful ways of managing data is by using relational databases. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will examine the basic database concepts, and create and modify databases and their various objects using the Microsoft® Office Access™ 2007 relational database application.

Target Student:

This course is designed for students who wish to learn the basic operations of the Microsoft Access Database program to perform their day-to-day responsibilities, and to understand the advantages that using a relational database program can bring to their business processes. The Level I course is for the individual whose job responsibilities include designing and creating new databases, tables, and relationships; creating and maintaining records; locating records; and producing reports based on the information in the database. It also 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.

Prerequisites

To ensure the successful completion of Microsoft Office Access 2007: Basic , completion of the following ExecuTrain courses or equivalent knowledge from another source is recommended:

- ✓ Windows XP: Introduction

Certification

This course is one of a series of ExecuTrain courseware titles that addresses Microsoft Office Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Office Specialist certification.

Objectives

Upon successful completion of this course, students will be able to:

- ✓ examine the basic database concepts and explore the Microsoft Office Access 2007 environment.
- ✓ design a simple database.
- ✓ build a new database with related tables.
- ✓ manage the data in a table.
- ✓ query a database using different methods.
- ✓ design forms.
- ✓ generate reports.

Outline

Unit 1: Getting started

- Topic A: Database concepts
- Topic B: Exploring the Access environment
- Topic C: Getting help

Unit 2: Databases and tables

- Topic A: Planning and designing databases
- Topic B: Exploring tables
- Topic C: Creating tables

Unit 3: Fields and records

- Topic A: Changing the design of a table
- Topic B: Finding and editing records
- Topic C: Organizing records

Unit 4: Data entry rules

- Topic A: Setting field properties
- Topic B: Working with input masks
- Topic C: Setting validation rules

Unit 5: Basic queries

- Topic A: Creating and using queries
- Topic B: Modifying query results and queries
- Topic C: Performing operations in queries

Unit 6: Using forms

- Topic A: Creating forms
- Topic B: Using Design view
- Topic C: Sorting and filtering records

Unit 7: Working with reports

- Topic A: Reports
- Topic B: Modifying and printing reports