

Microsoft® Office Access 2007 – Level I

Course Description

Microsoft® Office Access 2007 – Level I teaches students how to create simple databases, create and modify database objects including tables, forms, reports and queries. You will use a variety of commands, functions, and Microsoft Office Access 2007 capabilities. It is designed for computer users who are new to database programs or who only plan to use Access occasionally.

Who Should Attend

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the Microsoft Windows Level 1 course or have equivalent Microsoft Windows knowledge and experience.

Course Objectives

After completing this course, you will be able to:

- identify parts of the Access screen
- define fields, data types and tables
- create a database using templates, create a blank database, open, save and close databases
- create a table using Datasheet View or Design View
- insert, delete and modify data in a table
- add, modify and remove primary key fields
- insert, modify and delete a field
- add a total row to a table
- format, rename and delete tables
- save database items in a variety of file formats
- import or export data from or to other applications
- find and replace data using exact or partial matches, case sensitive and wildcard searches
- sort and filter data
- create, save, close, or run a query using the wizard or in Design View
- create query criteria using comparison, wildcard, AND, OR operators, or calculated fields
- change queries field properties and apply aliases

Courseware Outline

Lesson 1: Introducing Access

Lesson Objectives
Overview
Looking at the Screen
Planning a Database
Creating a Database Using a Template
Moving Around a Database
Creating a Blank Database
Organizing Files
Lesson Summary
Review Questions

Lesson 2: Creating and Modifying Tables

Lesson Objectives
Creating Tables using Datasheet View
Moving Around a Table
Inserting, Deleting and Modifying Data in a Table
Creating Tables using Table Templates

Creating Tables Based on Existing Tables
Creating a Table in Design View
Modifying Data Types
Modifying Field Properties
Adding and Removing Primary Keys
Adding and Removing Multiple Primary Keys
Lesson Summary
Review Questions

Lesson 3: Manipulating a Table

Lesson Objectives
Restructuring Tables
Formatting Tables
Modifying Tables
Printing and Distributing Tables
Lesson Summary
Review Questions

Lesson 4: Data Manipulations

Lesson Objectives
Inserting and Deleting Records
Importing and Exporting Data
Finding and Replacing Data
Lesson Summary
Review Questions

Lesson 5: Sorting and Filtering

Lesson Objectives
Sorting Records
Filtering Records
Lesson Summary
Review Questions

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Lesson 6: Select Queries

- Lesson Objectives
- What is a Query?
- Creating a Query using the Wizard
- Creating a Query in Design View
- Saving, Closing and Running Queries
- Adjusting Queries
- Sorting Fields
- Showing and Hiding Fields
- Applying Criteria
- Using Wildcard Characters
- Functions and Calculated Fields
- Changing Field Properties
- Working with Aliases
- Filtering Query Data
- Lesson Summary
- Review Questions

Lesson 7: Relating Multiple

Tables

- Lesson Objectives
- Establishing Table Relationships
- Enforced Referential Integrity
- Print Relationships
- Using the Table Analyzer
- Lesson Summary
- Review Questions

Lesson 8: Maintaining Databases

- Lesson Objectives
- Database Maintenance
- Opening Databases
- Modify Database Options
- Modifying Database Properties
- Using the Database Documenter
- Saving a Database to a Previous Version
- Saving a Database with a Password
- Splitting Databases
- Lesson Summary
- Review Questions

Appendices

- Appendix A: A Quick Review of the Basics
- Appendix B: Answers to Review Questions
- Appendix C: Courseware Mapping
- Appendix D: Glossary of Terms
- Appendix E: Index