

# Microsoft® Office Access 2007 – Specialist



Approved Courseware

## Course Description

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Microsoft® Office Access 2007 Specialist teaches the new information worker how to work with worksheets and workbooks to analyze data using a variety of features to create, modify and format common business reports such as budgets, inventory reports, invoices, and charts. This course is designed for those people who require the skills necessary to use a spreadsheet program on a daily basis to manage and audit numerical reports.

Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for a Microsoft Certified Application Specialist Exam #77-605.

## Who Should Attend

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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

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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
- create one-to-one, one-to-many and many-to-many relationships
- use the table analyzer
- perform maintenance on databases
- identify object dependencies
- open a database exclusively or with shared access
- use the Database Documenter
- create a form using the Form tool or the Form wizard
- create a form in design or layout view
- add, move, resize, delete, formatting, space, anchor or group controls
- creating datasheet forms, multiple item forms, split forms, and PivotTable forms
- create a report using the Report Tool and Report Wizard

- ↗ modify a report in design or layout view
- ↗ print and preview forms and reports
- ↗ create mailing labels
- ↗ use input masks, validation rules, or indexed fields
- ↗ use the lookup wizard or create lookup fields manually
- ↗ work with query joins
- ↗ create parameter, unique, unmatched and duplicate select queries
- ↗ create summary, action, and sub queries
- ↗ use embedded macros in forms or reports
- ↗ create and modify charts
- ↗ create a subform or subreport using the wizard or the subform/subreport tool

## Courseware Outline

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### Lesson 1: Introducing Access

- Lesson Objectives
- Overview
- What is a Database?
- 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

### 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

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## SLATE TRAINING CENTRE

### **Lesson 9: Working with Forms**

- Lesson Objectives
- What is a Form?
- Creating a Form
- Using Forms
- Creating and Modifying a Form in Layout View
- Creating and Modifying a Form in Design View
- Creating Datasheet Forms
- Creating Multiple Item Forms
- Creating Split Forms
- Creating PivotTable Forms
- Lesson Summary
- Review Questions

### **Lesson 10: Working with Reports**

- Lesson Objectives
- What is a Report?
- Creating a Report using the Report Tool
- Creating a Report using the Report Wizard
- Creating and Modifying Reports in Layout View
- Creating and Modifying Reports in Design View
- Print Preview and Print Reports
- Exporting as PDF or XPS Format
- Creating Mailing Labels
- Lesson Summary
- Review Questions

### **Lesson 11: Advanced Table Design**

- Lesson Objectives
- Lesson 11 Buttons
- Advanced Field Properties
- Using Lookup Fields
- Linking Tables
- Lesson Summary
- Review Questions

### **Lesson 12: Advanced Queries**

- Lesson Objectives
- Select Queries from Multiple Tables
- Adding and Removing Tables from Queries
- Inner and Outer Joins
- Specialized Select Queries
- Summary Queries
- Action Queries
- Create Sub-Queries
- Queries from Filters
- Lesson Summary
- Review Questions

### **Lesson 13: Advanced Forms and Reports**

- Lesson Objectives
- Features of Forms and Reports
- Lesson Summary
- Review Questions

### **Lesson 14: Customizing Forms and Reports**

- Lesson Objectives
- Lesson 14 Buttons
- Working with Properties
- Using Unbound and Bound Controls
- Applying Images
- Using List Boxes and Combo Boxes
- Using Check Boxes
- Using Option Groups
- Lesson Summary
- Review Questions

### **Lesson 15: Using Subforms and Subreports**

- Lesson Objectives
- Creating Subforms and Subreports
- Exporting to HTML
- Lesson Summary
- Review Questions

### **Appendices**

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