

Using Microsoft Access 2007



Duration

2 DAY

INTRODUCTION

This course is intended for new users to Relational Databases. The course is designed particularly for those who wish to use Access on a personal level but will address some of the issues surrounding the implementation of networked solutions.

COURSE OBJECTIVES

Upon successful completion of the course delegates will be able to use Access 2007 to create and maintain a personal database of information. The material in this course forms the basis for the MCAS 77-604 exam

COURSE CONTENT

Prerequisites

Ability to use a Windows based PC

An understanding of the concept of a relational database

Notes

This is an intensive and practical, Instructor-led, course featuring a hands-on style.

It contains practical advice as well as keyboard shortcuts.

It will serve as a basis for the Microsoft 77-605 exam which is part of the MCAS qualification.

Getting Started:

The Ribbon, The Office Button
Quick Access toolbar
Database concepts
Overview of main parts of Access
Creating a database from a template
Using Help

Tables

Creating a New Table
Field Names, Data Types
Table Properties
Lookup lists
Primary Key
Adding and Editing Records
Relationships
Filtering and Sorting Records

Queries

Create a new query
Entering selection criteria
Calculations & expressions
Simple Expression builder
Query Properties
Grouping and Summary Query
Parameter, Update and Delete queries

Reports

Using the Report Wizard
Creating a report from scratch
Subreports, sections
Sorting and Grouping
Simple Calculated Fields
Preview and printing

Forms

Using the Form tool
Creating a form from scratch
Controls and their properties
Sub-forms
Form properties.
Formatting & Alignment
Filtering using forms
Switchboards
Start-up forms
Restricting data entry
Format masks
Using Lookup lists

Managing external access

Importing and exporting data from another database
Importing and exporting data from Office Applications
Linking data
Data collection and distribution via a SharePoint site
Text and XML files

Database management

Database utilities and maintenance
Database passwords
Protecting a database using VBA
Database distribution