

Microsoft ®

Access 2007 Course Outline

Beginning Level

ACCESS 2007 DATABASE CONCEPTS

- What is a database?
- What is a relational database?
- What is a table?
- What is a record (row)?
- What is a field (column)?
- What is data?
- Data types

A FIRST LOOK AT ACCESS 2007

- Exploring the Access 2007 window
- The Ribbon (Toolbar)
- Groups & Dialog Box Launcher
- Navigating - Quick keys (shortcut keys)
- Navigating – Pointer keys & quick keys
- Navigating – Mouse wheel
- Contextual tabs
- Minimizing the Ribbon
- Quick Access Toolbar
- The Office Button
- Microsoft Access Help

OPENING A DATABASE & SECURITY ISSUES

- Opening a database
- Security warnings
- Trusted Locations - Trust Centre
- Setting the default folder location within Access

CREATING A DATABASE & USING VIEWS

- Creating a new database
- Creating a new blank database
- Saving a table
- Adding and renaming fields
- Using Datasheet View
- Using Design View
- Changing the view

TABLE MODIFICATION AND NAVIGATION

- Adding Fields - Design View
- Data Type - Overview
- Data Type - Descriptions
- Using the Attachment data type
- Adjusting column width
- Moving a column to rearrange the column order
- Adding records to a table
- Navigating through records within a table
- Closing a database
- Navigation Pane

FIELD PROPERTIES, VALIDATION & INPUT MASKS

- Field Properties
- Input Mask
- Validation Rules
- Field Properties - Guides Tables

MANIPULATING RECORDS & TABLES

- Closing an Object - Table
- Renaming an Object - Table
- Editing data within a record
- Deleting data within a record
- Using the Undo command
- Deleting a single record
- Deleting multiple records
- Save As – Database Object
- Deleting a table

PRIMARY KEYS AND INDEXING

- Defining a Primary Key
- Indexing
- Creating a single-field Index
- Creating a multiple-field Index
- Deleting multi-field indexes

FILTERING & SORTING

- Text Filters
- Applying a single filter
- Clearing a single filter
- Creating multiple filters
- Clearing multiple filters
- Sorting

RELATIONSHIPS

- Table relationships
- One-to-many relationship
- Many-to-many relationship
- One-to-one relationships
- Creating relationships between tables
- Referential integrity
- Cascade options
- Cascade update related fields
- Cascade delete related records
- Enabling cascade options
- Deleting relationships

ACCESS 2007 FORMS

- Forms overview
- Creating forms
- Modifying forms
- Modifying a form title
- Modifying a form logo
- Modifying a form label
- Saving a form
- Form View
- Adding and formatting attachments
- Modifying records
- Deleting records
- Adding records
- Closing forms
- Opening forms
- Deleting a form

ACCESS 2007 QUERIES

- What are queries?
- Creating a simple query
- Adding criteria to a query
- Running a query
- Editing criteria in a query
- Saving a query
- Creating a two table query and sorting the results
- Deleting a query

ACCESS 2007 REPORTS

- What are reports?
- Creating a simple report
- Using the Report Wizard
- Modifying the layout of a report
- Widening a report column
- Modifying the report title
- Adding logos to a report
- Autoformatting a report
- Modifying field names within a report
- Inserting and formatting the date & time
- Adding available fields to a report
- Resizing reports for printing
- Closing a report
- Deleting a report

ACCESS 2007 PRINTING ISSUES

- Considerations before printing
- Print previewing
- Which orientation, portrait or landscape?
- Adjusting layout in Print Preview
- Setting margins
- Printing a complete table
- Printing selected records
- Printing a query or reports
- Printing forms