

Microsoft Certified Applications Specialist: Microsoft Office Access 2007

COURSE CODE: MSACS07

Instructor Led: 24 Hours (3 Days)

Introduction

This three-day instructor-led course provides students with an overview of the Microsoft Office Access 2007 features and functions that pertain to the objectives of the corresponding Microsoft Business Certification credential. This course is intended to allow the student to prepare for certification as a Microsoft Certified Application Specialist in Access 2007.

Audience

This course is intended for knowledge workers who have hands-on experience with Access 2007.

At Course Completion

After completing this course, students will be able to:

- Structure a database.
- Create and format database elements.
- Enter and modify data.
- Create and modify queries.
- Present and share data.
- Manage and maintain databases.

Prerequisites

Before attending this course, students must have:

- Six or more months of hands-on experience creating and managing databases by using Access 2007.
- No prior certification is required.

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Course Outline

Module 1: Structuring a Database

This module explains how to define the appropriate tables, fields, and data types for a database; how to create, modify, and print table relationships; how to set, change, and remove primary keys; and how to split a database.

Lessons

- Define Data Needs and Types
- Define and Print Table Relationships
- Add, Set, Change, or Remove Primary Keys
- Split Databases

Lab: Structuring a Database

- Linking to Information
- Relationships

After completing this module, students will be able to:

- Define data needs and types.
- Define and print table relationships.
- Add, set, change, or remove primary keys.
- Split databases.

Module 2: Creating and Formatting Database Elements

This module explains how to create a database from scratch and from a template; how to create, modify, rename, summarize, and delete tables; how to create and modify fields and field properties; and how to create and modify various types of forms and reports.

Lessons

- Create Databases
- Create Tables
- Modify Tables
- Create Fields and Modify Field Properties
- Create Forms
- Create Reports
- Modify the Design of Reports and Forms

Lab: Creating and Formatting Database Elements

- Creating a Database from a Template
- Creating a Table Manually

- Creating a Table from a Template
- Manipulating Table Columns and Rows
- Restricting the Type of Data in a Field
- Restricting the Amount of Data in a Field
- Specifying the Format of Data in a Field
- Restricting Data by Using Validation Rules
- Creating a Form by Using the Form Tool
- Adding a Subform to a Form
- Creating a Report by Using a Wizard
- Creating a Report Manually
- Modifying Report Content
- Previewing and Printing a Report
- Refining Form Properties
- Changing the Arrangement of a Form
- Adding Controls to a Form

After completing this module, students will be able to:

- Create databases.
- Create tables.
- Modify tables.
- Create fields and modify field properties.
- Create forms.
- Create reports.
- Modify the design of reports and forms.

Module 3: Entering and Modifying Data

This module explains how to enter, edit, delete, and move among records; how to find and replace data; how to attach documents to records; and how to import data or link to external data.

Lessons

- Enter, Edit, and Delete Records
- Navigate Among Records
- Find and Replace Data
- Attach Documents to and Detach from Records
- Import Data

Lab: Entering and Modifying Data

- Exploring Tables
- Wildcards
- Updating Information in a Table
- Importing Information from a Microsoft Office Excel Worksheet

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After completing this module, students will be able to:

- Enter, edit, and delete records.
- Navigate among records.
- Find and replace data.
- Attach documents to and detach documents from records.
- Import data.

Module 4: Creating and Modifying Queries

This module explains how to create various types of queries based on one table or multiple tables; how to add tables to and remove tables from queries; how to add criteria, joins, calculated fields, and aliases; and how to create SUM, AVERAGE, MIN, MAX, and COUNT queries.

Lessons

- Create Queries.
- Modify Queries
- Lab: Creating and Modifying Queries
- Creating a Query Manually
- Performing Calculations by Using a Query

After completing this module, students will be able to:

- Create queries.
- Modify queries.

Module 5: Presenting and Sharing Data

This module explains how to sort and filter data in tables, queries, reports, and forms; how to create and modify charts; how to export data from tables and queries; how to save database objects as other file types; and how to print database objects.

Lessons

- Sort Data
- Filter Data
- Create and Modify Charts
- Export Data
- Save Database Objects as Other File Types
- Print Database Objects

Lab: Presenting and Sharing Data

- Sorting Information in a Table
- Filtering Information in a Table
- Filtering Information by Using a Form

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- Exporting Information to Excel
- Exporting Information to PDF and XPS Files
- Previewing and Printing Access Objects

After completing this module, students will be able to:

- Sort data.
- Filter data.
- Create and modify charts.
- Export data.
- Save database objects as other file types.

Module 6: Managing and Maintaining Databases

This module explains how to back up, compact, and repair a database; how to encrypt a database by using a password; how to set database options and properties; how to identify object dependencies; how to print database information; and how to reset or refresh table links.

Lessons

- Perform Routine Database Operations
- Manage Databases

Lab: Managing and Maintaining Databases

- Migrating a Database from a Previous Version of Access
- Preventing Database Problems
- Collaborating Through Microsoft Office SharePoint
- Controlling the Features Available to Database Users
- Assigning a Password to a Database
- Database Encrypting

After completing this module, students will be able to:

- Perform routine database operations.
- Manage databases.