

Microsoft Office Access 2007

Course Code: MSACS07; Three days; Instructor-Led

Course Description

Microsoft® Office Access 2007 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.

Course Length

The Microsoft Business Certification Series can adapt to meet various course length requirements. There are two types of exercises in this book: Learn the Skill and Practice the Skill (refer to the Conventions and Graphics section to identify the different icons used for each type).

For the shortest course lengths, students can perform just the Learn the Skill exercises. For longer course lengths, students can complete both the Learn the Skill and Practice the Skill exercises.

Instructors should refer to the Instructor Resources for this book to learn more about how the material can be adapted.

Course Prerequisites

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.

Students who wish to become proficient using the features of *Microsoft Office Access 2007* will benefit from taking this course.

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
- ☞ create one-to-one, one-to-many and many-to-many relationships
- ☞ use the table analyzer
- ☞ perform maintenance on databases

AVANTUS TRAINING PTE LTD

79 Robinson Road #15-04 CPF Building Singapore 068897

Sales Hotline: (65)64163078

Email: enquiries@AvantusTraining.com

www.AvantusTraining.com

- ↪ 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

Course Outline

About This Courseware

Courseware Description
 Course Design
 Course Objectives
 Conventions and Graphics

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

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