



Enhanced Network Solutions Group

Systems Integration • Learning Solutions • CIO Consulting
Managed Outsourcing • Healthcare Solutions • Security Solutions

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Access 2007: Basic

MS-AC-BAS-AX Rev 07.09

2 days

Description

This ILT Series course covers the basic functions and features of Access 2007. Students will learn how to design and create databases; work with tables, fields, and records; sort and filter data; and create queries, forms, and reports.

Prerequisites

- *Windows XP: Basic or Windows Vista: Basic*
- *Previous experience with Excel is recommended*

Course Outline

Unit 1: Getting started

Topic A: Database concepts

Topic B: Exploring the Access environment

Topic C: Getting help

Unit 2: Databases and tables

Topic A: Planning and designing databases

Topic B: Exploring tables

Topic C: Creating tables

Unit 3: Fields and records

Topic A: Changing the design of a table

Topic B: Finding and editing records

Topic C: Organizing records

Unit 4: Data entry rules

Topic A: Setting field properties

Topic B: Working with input masks

Topic C: Setting validation rules

Unit 5: Basic queries

Topic A: Creating and using queries

Topic B: Modifying query results and queries

Topic C: Performing operations in queries

Unit 6: Using forms

Topic A: Creating forms

Topic B: Using Design view

Topic C: Sorting and filtering records

Unit 7: Working with reports

Topic A: Reports

Topic B: Modifying and printing reports



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