

Introduction to Microsoft Access 2007

Duration: 2 days

Course Aims and Objectives

This course is aimed at new users of the MS Access database package who are interested in identifying its use and application. Delegates are shown how to set up the database tables, how to build queries to select information based on criteria, how to create forms and use them to enter information into the database tables and reports to extract and display information from them.

As well as the practical use of Access, delegates will be taught the theory of databases and given details of good practice in database design.

On this course, you will be introduced to many of the topics required for the Microsoft Office Specialist Access exam in the relevant version.

Who should attend?

New users of Access who are unclear as to its purpose and use

Existing users who may have been self taught and feel that they may not be making best use of the product

Assumed Knowledge

A working knowledge of PCs and a mouse is assumed. It is also recommended that proposed delegates have attended a Windows 2000 or Windows 2002 course or have obtained comparable knowledge from the workplace.

Course Outline Summary

- Overview of New Features
- Understanding Databases
 - What is a Database?
 - Principles of Database Design
- Creating tables to store information
 - Adding Fields
 - Understanding and Setting Field Types
 - Setting Field Properties
 - Setting a Primary Key
 - Editing and Sorting the Information in a Table
 - Finding Data in a Table
 - Filtering Data in a Table
- Relationships between Tables
 - Why Create Relationships?
 - Creating Relationships
 - Changing Relationship Types
- Creating Queries
 - What is a Query?
 - Creating Simple Queries to Extract Information from Tables
 - Using Operators in Queries
 - Designing Multi Criteria Queries
 - Viewing Query Results
 - Amending Queries
- Creating Forms
 - What is a Form?
 - Designing and Creating Forms
 - Changing the Layout of a Form
- Creating Reports
 - What is a Report?
 - Designing and Creating Reports
 - Applying Grouping to a Report
 - Changing the Layout of a Report