

Microsoft® Office Access™ 2007: Level 1

Course Specifications

Course length: 1.0 day(s)

Course Description

Most organizations maintain and manage large amounts of information. One of the most efficient and powerful ways of managing data is by using relational databases. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will examine the basic database concepts, and create and modify databases and their various objects using the Microsoft® Office Access™ 2007 relational database application.

Course Objective: You will create and modify new databases and their various objects.

Prerequisites: To ensure the successful completion of Microsoft Office Access 2007: Level 1, completion of one of the following Element K courses or equivalent knowledge from another source is recommended:

Windows 2000: Introduction

Windows XP: Introduction

Windows XP: Level 1

Windows XP: Level 2

Course Content

Lesson 1: Exploring the Access Environment
Topic 1A: Examine Database Concepts
Topic 1B: Explore the User Interface
Topic 1C: Explore the Ribbon
Topic 1D: Customize the Access Environment
Topic 1E: Obtain Help
Topic 1F: Use an Existing Access Database

Lesson 2: Designing a Database
Topic 2A: Describe the Relational Database Design Process
Topic 2B: Define Database Purpose
Topic 2C: Review Existing Data
Topic 2D: Determine Fields
Topic 2E: Group Fields into Tables
Topic 2F: Normalize Data
Topic 2G: Designate Primary and Foreign Keys
Topic 2H: Determine Table Relationships

Lesson 3: Building a Database
Topic 3A: Create a New Database
Topic 3B: Create a Table
Topic 3C: Manage Tables
Topic 3D: Create a Table Relationship

Lesson 4: Managing Data in a Table
Topic 4A: Modify Table Data
Topic 4B: Sort Records
Topic 4C: Work with Subdatasheets

Lesson 5: Querying a Database
Topic 5A: Filter Records
Topic 5B: Create a Query
Topic 5C: Add Criteria to a Query
Topic 5D: Add a Calculated Field to a Query
Topic 5E: Perform Calculations on a Record Grouping

Lesson 6: Designing Forms
Topic 6A: View Data Using an Access Form
Topic 6B: Create a Form
Topic 6C: Create a Form Using the Form Wizard
Topic 6D: Modify the Design of a Form

Lesson 7: Generating Reports
Topic 7A: View an Access Report
Topic 7B: Create a Report
Topic 7C: Create a Report Using the Report Wizard
Topic 7D: Add a Custom Calculated Field to a Report
Topic 7E: Format the Controls in a Report
Topic 7F: Apply an AutoFormat to a Report
Topic 7G: Prepare a Report for Print

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