

Access 2007 Basic-Level1

Access 2007: Basic 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.

Course Length

2 days

Prerequisites

Microsoft Windows basic skills

Topics

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 Access 2007: Basic Topic-Level Outline

Unit 7: Working with reports

Topic A: Reports

Topic B: Modifying and printing reports