

# Microsoft Access 2007 Level 1

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## Overview

The skills and knowledge acquired in Microsoft Access 2007 Level 1 are sufficient to create robust relational database systems, enter, edit and delete data in database files, produce information in forms and reports and generate queries on the data.



## Target Audience

Microsoft Access 2007 Level 1 is designed for people who need to know how to create effective databases and to manipulate data to provide viable information.



## Pre-requisites

Microsoft Access 2007 Level 1 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.



## Objectives

At the completion of Microsoft Access 2007 Level 1 you should be able to:

- understand how Access is used and how to navigate around it
- design a database with lookup tables
- create a database structure using Access 2007
- modify the structure of an existing table
- add records to a new table
- add transactional records to a lookup database
- work with the records in a database table
- sort and filter records in a table
- create simple and effective queries
- create meaningful reports from tables
- create and use a variety of forms



**Course Duration** is 1 day - Class style



## Contents

The course focuses on practical work within Microsoft Access 2007 giving learners ample opportunity to use their newly acquired skills through a series of graded exercises.

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### Access 2007 Orientation

- Understanding Microsoft Access 2007
- Starting Access
- Understanding The Getting Started Screen
- Opening An Existing Database File
- Understanding The Access 2007 Screen
- Working With The Navigation Pane
- Working With A Table
- Working With Other Database Objects
- Closing A Database File
- Exiting From Access 2007

### Designing A Lookup Database

- How Access Stores Data
- Access 2007 Data Types
- Scoping Your New Database
- Identifying Table Problems
- Refining Table Structures
- Finalising The Design

### Creating A Lookup Database

- Creating A New Database File
- Creating The Lookup Table
- Defining The Primary Key
- Saving And Closing A Table
- Creating The Transaction Table
- Understanding Lookup Table Relationships
- Connecting To A Lookup Table
- Viewing Table Relationships

### Modifying Table Structures

- Opening An Existing Table
- Adding Fields To An Existing Table
- Understanding Field Properties
- Changing Field Size
- Changing Field Names
- Changing Decimal Places
- Changing Date Formats
- Indexing Fields
- Deleting Fields From A Table
- Copying A Table Within A Database
- Deleting A Table From A Database File

### Adding Records To A Table

- Typing Records In A Table
- Adding Records Using A Form
- Saving A Form Layout For Reuse
- Adding Records Using An Existing Form
- Assignment – Adding Records
- Importing From Microsoft Excel

### Adding Transactional Records

- Typing Transactional Records
- Transactional Records Using A Form

- Assignment – Adding Transactional Records

- Adding Records Using A Subdatasheet

- Removing A Subdatasheet
- Inserting A Subdatasheet

### Working With Records

- Table Navigation
- Navigating To A Specific Record
- Editing A Record
- Deleting Record Data
- Undoing A Change
- Deleting A Record
- Deleting Several Records
- Searching In A Table
- Searching In A Field
- Finding And Replacing
- Printing Records From A Table
- Compacting A Database

### Sorting And Filtering

- Simple Sorting
- Sorting On Several Fields
- Simple Filtering
- Working With Filters
- Filtering Between Dates

### Creating Queries

- Understanding Queries
- Creating A Query Design
- Working With A Query
- Changing A Query Design
- Applying Record Criteria
- Clearing Selection Criteria
- Saving A Query
- Running Queries From The Navigation Pane
- Deleting A Query
- Assignment – Creating Queries

### Creating And Using Reports

- Understanding Reporting In Access
- Creating A Basic Report
- Working With Existing Reports
- Previewing And Printing A Report
- Changing The Report Layout
- Using The Report Wizard
- Creating A Grouped Report
- Creating A Statistical Report
- Working With Grouped Reports

### Creating And Using Forms

- Understanding Forms
- Creating A Basic Form
- Creating A Split Form
- Binding A Form To A Query
- Using The Form Wizard
- Working With Existing Forms
- Editing Records In A Form

- Deleting Records Through A Form
- Deleting An Unwanted Form

### Concluding Remarks