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Access 2007 - Level 1

Duration:

Instructor-led Classroom Learning - 2.00 Day(s)
Online Anytime - Self Paced
Online Live - 2.00 Sessions
Mentored Learning - Flexible

Overview:

In the course, students create and modify new databases and their various objects. They learn how to maintain data consistency and integrity; improve queries, forms, and reports; and also integrate Access™ 2007 with other applications. (Second Edition)

Who Should Attend:

This course is designed for students who wish to learn the operations of the Microsoft Access Database program to perform their day-to-day responsibilities, and to understand the advantages that using a relational database program can bring to their business processes. The first part of the course is for the individual whose job responsibilities include designing and creating new databases, tables, and relationships; creating and maintaining records; locating records; and producing reports based on the information in the database. The second part of the course is for individuals whose job responsibilities include maintaining data integrity; handling complex queries, forms, and reports; and sharing data between Access and other applications. It also provides the fundamental knowledge and techniques needed to advance to more complex Access responsibilities such as maintaining databases and using programming techniques that enhance Access applications.

At Course Completion:

Upon successful completion of this course, students will be able to: - examine the basic database concepts and explore the Microsoft Office Access 2007 environment. - design a simple database. - build a new database with related tables. - manage the data in a table. - query a database using different methods. - design forms. - generate reports. - modify the design and field properties of a table to streamline data entry and maintain data integrity. - retrieve data from tables using joins. - create flexible queries to display specified records, allow for user-determined query criteria, and modify data using queries. - enhance the capabilities of a form. - customize reports to organize the displayed information and produce specific print layouts. - share Access data across other applications.

Prerequisite(s) or equivalent knowledge:

Windows XP (New Version) – Level 1



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Outline:

Lesson 1: Exploring the Microsoft® Office Access™ 2007 Environment

- Examine Database Concepts
- Explore the User Interface
- Explore the Ribbon
- Customize the Access Environment
- Obtain Help
- Use an Existing Access Database

Lesson 2: Designing a Database

- Describe the Relational Database Design Process
- Define Database Purpose
- Review Existing Data
- Determine Fields
- Group Fields into Tables
- Normalize Data
- Designate Primary and Foreign Keys
- Determine Table Relationships

Lesson 3: Building a Database

- Create a New Database
- Create a Table
- Manage Tables
- Create a Table Relationship
- Save a Database as a Previous Version

Lesson 4: Managing Data in a Table

- Modify Table Data
- Sort Records
- Work with Subdatasheets

Lesson 5: Querying a Database

- Filter Records
- Create a Query
- Add Criteria to a Query
- Add a Calculated Field to a Query



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Perform Calculations on a Record Grouping

Lesson 6: Designing Forms

View Data Using an Access Form
Create a Form
Modify the Design of a Form

Lesson 7: Generating Reports

View an Access Report
Create a Report
Add a Custom Calculated Field to a Report
Format the Controls in a Report
Apply an AutoFormat to a Report
Prepare a Report for Print

Lesson 8: Controlling Data Entry

Restrict Data Entry Using Field Properties
Establish a Pattern for Entering Field Values
Create a List of Values for a Field

Lesson 9: Joining Tables

Create Query Joins
Join Unrelated Tables
Relate Data Within a Table

Lesson 10: Creating Flexible Queries

Set Select Query Properties
Create Parameter Queries
Create Action Queries

Lesson 11: Improving Forms

Design a Form Layout
Enhance the Appearance of a Form
Restrict Data Entry in Forms
Add a Command Button to a Form



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Create a Subform

Lesson 12: Customizing Reports

- Organize Report Information
- Format the Report
- Set Report Control Properties
- Control Report Pagination
- Summarize Report Information
- Add a Subreport to an Existing Report
- Create a Mailing Label Report

Lesson 13: Sharing Data Across Applications

- Import Data into Access
- Export Data
- Analyze Access Data in Excel
- Export Data to a Text File
- Merge Access Data with a Word Document.