



Access 2007 Introduction

Course Aims

This course aims to increase your productivity by providing the skills and knowledge to understand the fundamental elements of databases

Learning Outcomes

At the completion of this courseware participants will be able to:

- ❖ Start Access and understand the interface
- ❖ Plan and understand the structure of a database table
- ❖ Create a database file
- ❖ Add records to tables
- ❖ Edit, delete and manage records in a table
- ❖ Format the appearance of a table
- ❖ Sort and filter records in a table
- ❖ Create queries on a table
- ❖ Perform calculations in queries
- ❖ Create forms using the Form Wizard
- ❖ Generate reports using the Report Wizard

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
Importing From Microsoft Excel

Adding Transactional Records

Typing Transactional Records
Transactional Records Using A Form
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

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

Duration:

One Day 9:00 a.m. – 4:00
p.m.

Venue: 3-5 Bennett Street
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