

Introduction to Microsoft Access 2007



Ref No: DD212

Course Aims

This course aims to provide a sound understanding of the concepts of databases. You will learn the construction and manipulation of Tables. You will also learn to Query data and use Reporting and Forms in Microsoft Access.

Objectives

At the end of the course, you will have learned to:

- Create database
- Customise basic settings
- Create reports
- Create forms
- Retrieve information

Number of Pages

221

Audience

The course is aimed at those participants who have no previous experience in Access or database programming, and want to learn the fundamental concepts of a database, and how these concepts are implemented in Access.

Prerequisites

It is essential that participants have good Windows skills. Knowledge of Access or programming is not necessary.

Course Length

In a training environment this course would be suitable for two days.

Course Structure

The course contains instructor lead exercises as well as examples completed at the students' own pace. A course disk contains the necessary files to complete the manual.

Introduction to Microsoft Access 2007



Elements of Competency

Introduction

Overview of Access
Components of a Database
Database
Wizards/Templates

Getting Started

Starting Access

A Quick Database Tour

Getting Started with
Microsoft Access
The My Places Bar
Ribbon
Contextual Command Tabs

Office Button

Quick Access Toolbar

Galleries

Navigation Pane

Mini Toolbar

Tabbed documents

ScreenTips

Building a Database

Creating a New Database

Defining Tables
Field Names and Keys
Creating a Table
Table Template
Creating a Second Table
Field Names
Creating a Table from
Scratch

Data Types

Choosing a Data Type

Description Field

Adding Additional Fields

Primary Keys

Creating Tables – a

Summary

Working with Tables

Copying a Table

Renaming a Table

Deleting a Table

Modifying the Table

Structure

Renaming a Field

Moving and Copying Fields

Deleting a Field

Inserting a Field

Things to Watch Out For!

Exercise

Working with Data

Adding Records

Using Datasheet View

Navigating in a Datasheet

Navigation Buttons

Selecting Records and
Fields

Shortcuts

Datasheet Format

Text Font and Size

Font Formatting

Colours

Gridlines

The Format, Datasheet

dialog box

Row Height

Column Widths

Hiding a Column

Freezing Columns

Switching Views

Moving Columns

Adding and Deleting Fields

Find and Replace

Finding Text

Replacing Text

Filtering Records

Auto Filter

Sorting Data

Multiple Sort Columns

Exercise

Relational Databases

Table Relationships

Creating a Lookup

Defining Relationships

Adding a Relationship

Join Type

Join Properties

Creating a Value List

Exercise

Using the Database

An Existing Database

Viewing Relationships

Printing Relationships

Subdatasheets

Expanding a subdatasheet

Collapsing a subdatasheet

Nested subdatasheets

Extracting Information

Querying a Table

Creating a Query

Using a Query Wizard

Customising a Query

Sorting Records

Sorting in Descending

Order

Removing a Sort Order

A Second Query

Customising the Query

Results

Adding a Field

Saving a Query

Queries from Scratch

Adding a Table to a Query

Adding Fields

Saving the Query

Modifying a Query

Exercise

Summary Queries

Summary Options

The Show Field

Calculations in a Query

Typing an Expression

Query Criteria

Typing Criteria

Criteria Exercises

“OR” Criteria

“AND” Criteria

Reports

AutoReports

Previewing the Report

Viewing Multiple Pages

Using a Report Wizard

Choosing the Report Fields

Grouping Levels

Sort Order

Report Layout

The Finished Report

Editing the Report Design

Previewing a Report

Distribute a Report

Forms

AutoForm

Using Form View

Using a Form Wizard

Selecting the Fields

The Completed Form

Adding a New Record

Editing the Form

Exercises

Office Links

Starting Merge It

The Mail Merge Wizard

Inserting the Merge Fields

Mailing Labels

Label Type

Label Fields