



MICROSOFT[®] OFFICE ACCESS 2007

DESCRIPTION

MICROSOFT OFFICE ACCESS TEACHES STUDENTS HOW TO CREATE AND WORK WITH SIMPLE DATABASES, CREATE AND MODIFY DATABASE OBJECTS INCLUDING TABLES, FORMS, REPORTS AND QUERIES. INDIVIDUALS THAT HAVE USED MICROSOFT ACCESS PREVIOUSLY WILL HAVE SOME REVIEW OF THE BASIC FUNCTIONS AND THEN QUICKLY ADVANCE TO INTERMEDIATE AND ADVANCED TOPICS.

OBJECTIVES

BY THE END OF THIS COURSE YOU WILL BE ABLE TO:

- CREATE A DATABASE
- MANIPULATE A TABLE OR DATA
- MANIPULATE SPECIFIC DATA
- RELATE MULTIPLE TABLES
- MAINTAIN A DATABASE
- WORK WITH FORMS
- WORK WITH REPORTS
- CREATE ADVANCED TABLE DESIGN
- WORK WITH ADVANCED QUERIES
- WORK WITH ADVANCED FORMS & REPORTS

TARGET AUDIENCE

STUDENTS SHOULD HAVE BASIC KNOWLEDGE OF COMPUTERS, KEYBOARDING SKILLS AND EXPERIENCE NAVIGATING AROUND THE MICROSOFT OFFICE ENVIRONMENT. PREREQUISITE SKILLS INCLUDE THE ABILITY TO LAUNCH PROGRAMS, OPEN, SAVE AND WORK WITHIN BASIC DATABASES. FOR NEW USERS TO THE MICROSOFT ACCESS PROGRAM THE MICROSOFT EXCEL OR MICROSOFT WORD TRAINING PROGRAM IS RECOMMENDED.

CONTENT

- ▣ DEFINING TABLE FIELDS
- ▣ CREATING A DATABASE
- ▣ MOVING AROUND A DATABASE
- ▣ MOVING AROUND A TABLE
- ▣ INSERTING AND MODIFYING DATA
- ▣ MODIFYING TABLES
- ▣ PRINTING AND DISTRIBUTING TABLES
- ▣ INSERTING & DELETING RECORDS
- ▣ IMPORTING AND EXPORTING DATA
- ▣ SORTING & FILTERING RECORDS
- ▣ APPLYING CRITERIA
- ▣ FUNCTIONS AND CALCULATED FIELDS
- ▣ ESTABLISHING TABLE RELATIONSHIPS
- ▣ REFERENTIAL INTEGRITY
- ▣ USING THE TABLE ANALYZER
- ▣ DATABASE MAINTENANCE
- ▣ OPENING AND MODIFYING DATABASES
- ▣ SAVING DATABASES
- ▣ SPLITTING DATABASES
- ▣ CREATING & USING FORMS
- ▣ MODIFYING FORMS IN:
 - LAYOUT VIEW
 - DESIGN VIEW
- ▣ CREATING AND MODIFYING REPORTS
- ▣ PRINTING REPORTS
- ▣ CREATING MAILING LABELS
- ▣ ADVANCED FIELD PROPERTIES
- ▣ USING LOOKUP FIELDS
- ▣ LINKING TABLES
- ▣ SELECT QUERIES FROM MULTIPLE TABLES
- ▣ ADDING & REMOVING TABLES
- ▣ SUMMARY & ACTION QUERIES
- ▣ QUERIES FROM FILTERS
- ▣ APPLYING AUTOFORMATS
- ▣ USING UNBOUND & BOUND CONTROLS
- ▣ CREATING SUB FORMS & SUB REPORTS