



Microsoft® Office Access™ 2007: Level 1 (Second Edition) One Day

Course Description

Most organizations maintain and manage large amounts of information. One of the most efficient and powerful ways of managing data is by using relational databases. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will examine the basic database concepts, and create and modify databases and their various objects using the Microsoft® Office Access™ 2007 relational database application.

Course Objective: You will create and modify new databases and their various objects.

Target Student: This course is designed for students who wish to learn the basic operations of the Microsoft Access database application to perform their day-to-day responsibilities, and to understand the advantages that using a relational database application can bring to their business processes. The Level 1 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.

Prerequisites: Students should have completed the following courses or possess equivalent knowledge before starting this course:

- Windows XP or 2000: Introduction
- Windows XP: Level 1 & Level 2

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Certification

This course is one of a series of Element K courseware titles that addresses Microsoft Certified Applications Specialist (MCAS) skill sets. The MCAS program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Certified Applications Specialist certification.

Performance-Based Objectives

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 data in a table.

- query a database using different methods.
- design forms.
- generate reports.

Course Content

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

- Topic 1A: Examine Database Concepts
- Topic 1B: Explore the User Interface
- Topic 1C: Use an Existing Access Database
- Topic 1D: Customize the Access Environment
- Topic 1E: Obtain Help

Lesson 2: Designing a Database

- Topic 2A: Describe the Relational Database Design Process
- Topic 2B: Define Database Purpose
- Topic 2C: Review Existing Data
- Topic 2D: Determine Fields
- Topic 2E: Group Fields into Tables
- Topic 2F: Normalize Data
- Topic 2G: Designate Primary and Foreign Keys
- Topic 2H: Determine Table Relationships

Lesson 3: Building a Database

- Topic 3A: Create a New Database
- Topic 3B: Create a Table
- Topic 3C: Manage Tables
- Topic 3D: Create a Table Relationship
- Topic 3E: Save a Database as a Previous Version

Lesson 4: Managing Data in a Table

- Topic 4A: Modify Table Data
- Topic 4B: Sort Records
- Topic 4C: Work with Subdatasheets

Lesson 5: Querying a Database

- Topic 5A: Filter Records
- Topic 5B: Create a Query
- Topic 5C: Add Criteria to a Query
- Topic 5D: Add a Calculated Field to a Query
- Topic 5E: Perform Calculations on a Record Grouping

Lesson 6: Designing Forms

- Topic 6A: View Data Using an Access Form
- Topic 6B: Create a Form
- Topic 6C: Modify the Design of a Form

Lesson 7: Generating Reports

- Topic 7A: View an Access Report

Topic 7B: Create a Report
Topic 7C: Add a Custom Calculated Field to a Report
Topic 7D: Format the Controls in a Report
Topic 7E: Apply an AutoFormat Style to a Report
Topic 7F: Prepare a Report for Print



Microsoft® Office Access™ 2007: Level 2 (Second Edition) One Day

Course Description

You have the basic skills needed to work with Microsoft® Office Access™ 2007 databases, including creating and working with Access tables, relationships, queries, forms, and reports. But so far, you have been focusing only on essential database user skills. In this course, you will consider how to maintain data consistency, how to customize database components, and how to share Access data with other applications.

Course Objective: You will maintain data consistency and integrity; improve queries, forms, and reports; and also integrate Microsoft® Office Access™ 2007 with other applications.

Target Student: Microsoft Office Access 2007: Level 2 is designed for students who would like to learn intermediate-level operations of the Microsoft Office Access program. The Level 2 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. This course is also a prerequisite to taking more advanced courses in Access 2007.

Prerequisites: To ensure the successful completion of Microsoft Office Access 2007: Level 2, the completion of the Microsoft Office Access 2007: Level 1 course, or equivalent knowledge, is recommended.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Certification

This course is one of a series of Element K courseware titles that addresses Microsoft Certified Application Specialist (MCAS) skill sets. The MCAS program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more product proficiency exams in order to earn Office Specialist certification.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- 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 data across different applications.

Course Content

Lesson 1: Controlling Data Entry

- Topic 1A: Restrict Data Entry Using Field Properties
- Topic 1B: Establish a Pattern for Entering Field Values
- Topic 1C: Create a List of Values for a Field

Lesson 2: Joining Tables

- Topic 2A: Create Query Joins
- Topic 2B: Join Unrelated Tables
- Topic 2C: Relate Data Within a Table

Lesson 3: Creating Flexible Queries

- Topic 3A: Set Select Query Properties
- Topic 3B: Create Parameter Queries
- Topic 3C: Create Action Queries

Lesson 4: Improving Forms

- Topic 4A: Design a Form Layout
- Topic 4B: Enhance the Appearance of a Form
- Topic 4C: Restrict Data Entry in Forms
- Topic 4D: Add a Command Button to a Form
- Topic 4E: Create a Subform

Lesson 5: Customizing Reports

- Topic 5A: Organize Report Information
- Topic 5B: Format the Report
- Topic 5C: Set Report Control Properties
- Topic 5D: Control Report Pagination
- Topic 5E: Summarize Report Information
- Topic 5F: Add a Subreport to an Existing Report
- Topic 5G: Create a Mailing Label Report

Lesson 6: Sharing Data Across Applications

- Topic 6A: Import Data into Access
- Topic 6B: Export Data
- Topic 6C: Analyze Access Data in Excel
- Topic 6D: Export Data to a Text File
- Topic 6E: Merge Access Data with a Word Document