



Microsoft® Office Access™ 2007: New Features

Half Day Course

Course Description

You have worked with Microsoft® Office Access™ 2003 (or earlier), and you now need to be aware of the additional features in the latest release of the software for improving the management, presentation, and distribution of your databases. In this course, you will be introduced to the new features available in Microsoft® Office Access™ 2007.

Course Objective: You will explore and use the new and enhanced features of Microsoft® Office Access™ 2007.

Target Student: This course is designed for experienced Access users who have worked with earlier versions of Microsoft Access, ideally Microsoft Access 2003, and who have upgraded to Microsoft Access 2007.

Prerequisites: Students enrolling in this course should understand how to use some version of Access, preferably 2003 or XP, and have some familiarity with the Internet. This course covers the commonly used new features for a typical user. Due to the nature of this course and the minimal prerequisites, there are other more advanced new features that are not covered in depth.

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

Performance-Based Objectives

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

- explore the Microsoft Office Access 2007 interface.
- work with tables and forms.
- create queries and reports using the enhanced features of Access 2007.
- work with external data.

Course Content

Lesson 1: Exploring the Access Environment

- Topic 1A: Explore the User Interface
- Topic 1B: Work with the Ribbon
- Topic 1C: Work with Contextual Tabs
- Topic 1D: Customize the Access Environment

Lesson 2: Creating Tables and Forms

- Topic 2A: Create a Table
- Topic 2B: Create a Form
- Topic 2C: Design a Form Layout

Lesson 3: Creating Queries and Reports

Topic 3A: Query a Database

Topic 3B: Generate Reports

Topic 3C: Format a Report

Lesson 4: Working with External Data

Topic 4A: Import Data

Topic 4B: Export Data

Appendix A: New Features in Microsoft Office Access 2007**Appendix B: Enhanced File and Compatibility Features in Microsoft Office Access 2007**