

## MICROSOFT ACCESS 2007 ESSENTIALS

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MS Access 2007  
Essentials



**COURSE LENGTH: 1.0 DAYS**

Microsoft Access 2007 Essential is a popular database management tool designed to create forms, reports, manage data, navigate databases and more.

The PD Training Microsoft Access 2007 Essential Training Course provides you with the skills and an understanding of how to create databases and tables, structure queries, run macros, share data in Word and Excel and much more.

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth.

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## MICROSOFT ACCESS 2007 ESSENTIALS COURSE OUTLINE

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### FOREWORD

Access is the world's premier database software. You can use Access to create and edit databases by just downloading a ready-made database template and start typing. It's that easy. You can create a database of contacts, expenses, household and/or business inventory.

In other words, if you have data, you can create a database of that data using Access. Microsoft's newest version of Access uses the new ribbon interface and offers significant improvement to its database capability.

### Who Should Attend?

Anyone that wants to quickly learn to build and manage databases in Microsoft Access.

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### OUTCOMES

- ▶ Create a blank database from a template
  - ▶ Open, close, and save a database
  - ▶ Use the Ribbon Interface
  - ▶ Work with database Objects
  - ▶ Sort and Filter the View
  - ▶ Create a blank table from a template, in Datasheet view, and Design View
  - ▶ Use Lookup columns in a table
  - ▶ Add information to a table
  - ▶ Edit, delete and search records
  - ▶ Create a form with the Wizard and in Layout View
  - ▶ Modify a form in Design View
  - ▶ Perform common formatting tasks on forms
  - ▶ Use Auto Format
  - ▶ Add or move controls on a form
  - ▶ Create reports using the Report Wizard
  - ▶ Understand the Report Design View
  - ▶ Create Queries using the Wizard
  - ▶ Execute a Query
  - ▶ Understand the Query Design View
  - ▶ Understand Access file formats and save a database as another file format
  - ▶ Back up the database
  - ▶ Email the database
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## MODULES

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### Lesson 1: Getting Started

- ▶ Workshop Objectives

### Lesson 2: Getting Started with Access

- ▶ Opening Access
- ▶ Common Database Terms
- ▶ Understanding the Getting Started Window
- ▶ Creating a Blank Database from a Template

### Lesson 3: Using the Access Interface

- ▶ Understanding Security Warnings
- ▶ Interface Overview
- ▶ Overview of the Ribbon Interface
- ▶ Using the Navigation Pane

### Lesson 4: Working with Database Objects

- ▶ Viewing Database Objects
- ▶ Exporting an Object
- ▶ Renaming an Object
- ▶ Sorting and Filtering Your View

### Lesson 5: Creating Tables

- ▶ Creating a Blank Table in Datasheet View
- ▶ Creating a Blank Table from a Template
- ▶ Understanding Data Types
- ▶ Understanding Lookup Columns
- ▶ Creating a Blank Table using Design View
- ▶ Saving Your Table
- ▶ Key Table Tools

### Lesson 6: Working with Tables

- ▶ Adding Information to a Table
- ▶ Editing Records
- ▶ Deleting Records
- ▶ Searching for Records

### Lesson 7: Creating Forms

- ▶ Types of Controls
- ▶ Creating a Form with the Wizard
- ▶ Creating a Form In Layout View
- ▶ Modifying Your Form in Design View
- ▶ Key Features on the Form Tools Tab

### Lesson 8: Working with Forms

- ▶ Working with Forms
- ▶ Common Formatting Tasks
- ▶ Using AutoFormat
- ▶ Adding Controls
- ▶ Moving Controls
- ▶ Deleting Records

### Lesson 9: Creating Reports

- ▶ Creating Reports
- ▶ Using The Report Wizard
- ▶ Using Design View
- ▶ Adding a Logo
- ▶ Working with Controls
- ▶ Key Features on the Report Tools Tab

### Lesson 10: Creating Queries

- ▶ Creating Queries
- ▶ Types of Queries
- ▶ Creating a Query with the Wizard
- ▶ Executing a Query
- ▶ Query Views
- ▶ Key Features on the Query Tools Tab

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## Lesson 11: Managing Your Database

- ▶ Understanding Access File Formats
- ▶ Printing an Object
- ▶ Backing Up Your Database
- ▶ Emailing Your Database

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## Lesson 12: Wrapping Up

- ▶ Words From the Wise

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## WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)