



Course objectives

This course offers a basic understanding of the capabilities of Access 2007 and aims to give delegates the confidence to integrate the software effectively and efficiently into their own working environment.

Pre-requisite

No prior knowledge of this package is required, although Windows experience is essential.

Course content

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| Module 1 | Create a Database - Plan a database. Use the navigation pane. Create a table. Enter and edit data in a table. Navigate through a table. Delete records. |
| Module 2 | Use Forms - Create and modify a simple form. Create and modify controls on a form. Add records to a form. View a calendar from a date field. |
| Module 3 | Modify a Database - Modify field layout. Add and reorder fields. Create a lookup field. Change datasheet formats and other field properties. |
| Module 4 | View Information – Move columns in a table. Freeze columns. Hide columns. Switch between views. |
| Module 5 | Organise Information - Sort data on single and multiple fields. |
| Module 6 | Locate Information – Use the search box. Use find to locate data. Add and remove filters. Use filter by form. |
| Module 7 | Create Queries - Create a simple query. Create a query using multiple criteria. Add and remove fields from a query. Sort a query. Join tables in a query. Save a query. |
| Module 8 | Analyse Data - Create summary queries. Add calculated fields to queries. Use expressions in calculations. |
| Module 9 | Build a Relational Database - Identify relationships. Link tables. Set referential integrity. |
| Module 10 | Maintain Data Integrity - Identify criteria for data integrity. Validate text. Set required properties. Set validation rules. Add lookup fields from other tables. Use expressions in calculated controls. |

IT Skills



Module 11 **Integrate Information from Other Applications** - Import data. Link data. Export data. Add pictures to records. Create a chart.

Module 12 **Enhance Form Design** - Add a title to a form. Add new fields onto a form. Add command buttons. Create a split form.

Module 13 **Pivot Table and Pivot chart** - Create pivot tables and pivot charts from datasheets, and forms.

Module 14 **Produce Reports** - Create and modify a report. Switch between layout and design view. Widen columns. Move columns. Customise report headers and footers. Add calculation on a report. Format fields. Group and sort data in a report.

Module 15 **Print** - Print datasheets, forms and reports. Print a selected record in a form.
