

Microsoft Access 2007 Fundamentals

Overview

The skills and knowledge acquired in Microsoft Access 2007 Fundamentals are sufficient to be able to use and operate the software at an efficient level.

Target Audience

Microsoft Access 2007 Fundamentals is designed for users who are keen to extend their understanding and knowledge of the software.

Pre-requisites

Microsoft Access 2007 Fundamentals assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Objectives

At the completion of Microsoft Access 2007 Fundamentals you should be able to:

- start and exit from Access and understand what a database object is
- understand some elementary database theory.
- design and create a new database file in Access
- make changes to data in a table
- format data in tables
- sort and filter data in a table
- use a range of data validation techniques to protect data integrity
- preview and print a range of objects
- create and use queries to locate and display data
- work with forms
- create reports in Access
- design relational databases
- create relational databases
- set table relationships in a database
- add records to a relational database

Course Duration is 2 Days

Course Code: A6M1

Topics

Access 2007 Orientation

Starting Access 2007
Opening An Existing Database
The Access 2007 Database Screen
The Database Window
Working With Database Objects
Exiting From Access 2007

Database Theory

Understanding Databases
How Access Stores Data
Spreadsheets Versus Databases

Creating a New Database

Creating A New Database File
How Access Stores Data
Access 2007 Data Types
Commonly Used Field Properties
Designing A Database Table
Creating A New Table
Changing Field Properties
Adding Records In A Table
Adding Records Using An AutoForm
Creating A Reusable AutoForm
Adding Records Using A Form
Assignment – Adding Records
Importing Data From Microsoft Excel
Closing A Database File

Managing Table Data

Navigating In A Table
Editing A Record
Deleting A Record
Deleting Several Records
Finding And Replacing
Undoing An Error
Compacting A Database
Printing Records

Formatting Table Data

Changing Column Widths
Changing Column Headings
Formatting The DataSheet (Table)
Changing Fonts
Moving Columns
Freezing Columns
Hiding Columns
Unhiding Columns

Sorting & Filtering Table Data

Simple Sorting
Sorting On Several Fields
Creating A Simple Filter
Clearing A Filter
Filtering By Exception
Filtering By Form

Data Validation

Assigning Default Values
Marking A Required Field
Validation Rules And Text
Creating A LookUp Field

Working With Validations

Printing In Access

Previewing Records In A Table
Previewing A Form
Previewing A Report
Changing Report Orientation
Changing Report Paper Size
Printing The Entire Table
Printing A Page Of Table Records
Printing Selected Table Records
Printing Form Records
Printing Specific Pages Of Form Records
Printing Specific Form Records
Printing Query Output
Printing A Report
Printing Specific Report Pages

Select Queries

Select Queries – How They Work
Creating A Query Design
Different Views Of A Query
Working With Fields In A Query
Selecting Records Using A Query
Clearing All Selection Criteria
Examples of Criteria Expressions
Assignment – Select Queries
Querying Using Wildcards
Querying - Problem characters
Querying With Logical Operators
Saving And Reusing A Query
Calculated Fields In A Query
Changing Column Headings In A Query
Formatting Query fields
Queries That Summarise Data
Selecting The Entire Field List in a Query

Working With Forms

Opening A Form
Navigating Records In A Form
Moving To A Specific Form Record
Adding Records In A Form
Editing Records In A Form
Deleting Records In A Form
Sorting Records In A Form
Adding Text To Headers And Footers
Editing Text In Headers And Footers
Filtering In A Form
Removing A Filter From A Form
Saving Form Changes
Closing A Form
Deleting A Form

Reports

Reports - How They Work
Creating A New Report Using The Report Wizard
Previewing A Report
Printing A Report
Understanding Report Bands

Moving Field Objects On A Report
Formatting A Report
Removing Headers And Footers
Adding A Header To A Report
Formatting Headers In A Report
Forcing A New Page
Adding A Page Footer To A Report
Adding A Report Footer To A Report
Formatting Footers In A Report
Creating A Grouped Report
Creating A Report From A Query

Database Design

Designing A Relational Database
Scoping The System
Determining The Inputs
Normalising A Table
First Normal Form (1NF)
Second Normal Form (2NF)
Second Normal Form - Case Study
Third Normal Form (3NF)

Creating Relational Databases

Creating A New Database File
Access 2007 Data Types
Creating A New Table
Changing Field Properties
Creating A Table From A Shortcut
Creating A Table With Numbers And Currency
Assignment - Creating Tables
Adding Fields To An Existing Table
Delete A Table
Saving And Closing Tables
Defining A Primary Key
Indexing With Duplicates Allowed
Indexing Without Duplicates Allowed
Changing Number Formats
Changing Date Formats

Setting Table Relationships

Understanding Table Relationships
Accessing The Relationships Window
Table Joins In The Alpheius Case Study
Creating Table Joins
Assignment - Creating Relational Joins
Editing An Existing Relationship
Printing Table Relationships

Adding Relational Records

Adding Records In A Table
Adding Records Using An AutoForm
Assignment - Adding Records
Data Entry Key Violations
Data Integrity Violations