MICROSOFT OFFICE ACCESS 2007

Objectives: To teach the Access 2007 program to an employable level and to cover the Microsoft Certified Application Specialist test (MCAS) and ECDL Advanced (Database) exam.

Designed for: Those who wish to learn this popular database program.

Prerequisites: Some knowledge of an Office 2007 application.

Course Content:

- Lesson One – Including: The terminology used in an Access database, starting the Access 2007 program opening an existing sample database, opening a table, query, form and report, entering a new record, finding records, sorting records, printing a report, closing a database
- Lesson Two – Including: planning and design, relationships, design view, defining fields, data types and properties, creating a new blank database, creating tables, entering data using datasheet view, re-sizing columns, using the lookup wizard
- Lesson Three – Including: defining relationships, creating a table using the datasheet view, formatting the datasheet, modifying the table design, using the input mask wizard, creating a database using a template, renaming an object
- Lesson Four – Including: editing data in form and datasheet views, adding new records, using print preview changing page orientation, printing a datasheet, enforcing referential integrity in a relationship, creating a relationship report, creating a form using the form tool, working with controls in form design, using AutoFormat, modifying properties in a form
- Lesson Five – Including: Using advanced sort, using filter by form, importing a table from an external database using a junction table to resolve a many to many relationship, defining a composite (primary) key, adding a new field to a form, using a calculated control on a form, creating a multi-value field, creating an attachment field creating a form using the form wizard
- Lesson Six – Including: using query wizard, setting sort criteria, using 'or' and 'and' in queries, using expressions to set criteria, creating different types of queries, creating and naming a calculated field in a query using aggregate functions
- Lesson Seven – Including: adding a field with data validation in a table, creating a form with subform, entering data using a form/subform combination, creating a split form, creating a basic report, using the report wizard creating and modifying the design of a report, using the concatenate expression, inserting a logo to a report adding a subreport to an existing report
- Lesson Eight – Including: exporting an html document, understanding object dependencies, importing an excel spreadsheet into a table, exporting a spreadsheet, importing a text file into a table, using the analyze table function, using the analyze performance function, using the database documenter
- Lesson Nine – Including: adding a chart to a form, modifying a chart in a form, creating a pivot table creating a pivot chart, creating a switchboard, changing the tab order in a form, displaying the current date and time in a form, applying conditional formatting to a field
- Lesson Ten – Including: deselecting the automatic switchboard option, creating a macro, adding a control button to a form, backing up a database, viewing database properties, compacting and repairing a database encrypting a database using a password, saving the database as a previous version, splitting a database

Benefits:
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A personalised workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training Certificate

Duration: 22 hours

What Next?
- Microsoft Office PowerPoint 2007

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