

## MICROSOFT ACCESS 2007 INTRODUCTION (Duration : 2 Days)

### Course Objectives

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The course will provide an introduction to a wide range of the Access 2007 features including creating and working with tables, queries, forms and reports.

A series of demonstrations, hands on exercises and question and answer sessions will enable Delegates to become proficient in the use of Access 2007.

### Course Outline

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#### DAY ONE

##### Exploring Access

- Working with Access
- Starting Access
- Using the Interface
- Using the Office Button
- Opening an Existing Database
- Using the Ribbon
- Using the Contextual Tabs
- Using the Quick Access Toolbar
- Using the Mini Toolbar
- Using Database Objects
- Using the Navigation Pane
- Opening a Database Object
- Using Tabbed Documents
- Closing a Tabbed Document
- Closing All Tabbed Documents
- Using the Status Bar
- Using the Options Dialog Box
- Closing a Database
- Existing Access
- Exploring Access

##### Creating Tables

- Using Database Templates
- Creating a New Database
- Designing Tables
- Creating a Table in Datasheet View
- Creating a Table in Design View
- Adding Field Names
- Assigning Data Types
- Saving a New Table
- Adding a Field Description
- Setting a Primary Key
- Using Multi-valued Fields
- Creating Tables

##### Working with Tables

- Using Datasheet View
- Navigating Fields in Tables
- Using Field Templates
- Adding Records
- Moving through Records
- Saving Records
- Deleting Records

- Displaying a Totals Row in a Table
- Working with Tables

##### Editing Tables

- Changing the Row Height
- Changing the Column Width
- Changing a Font Attribute
- Changing a Cell Effect
- Using Alternate Background Colours
- Selecting a Column
- Moving a Column
- Hiding a Column
- Unhiding a Column
- Freezing a Column
- Editing Tables

##### Finding and Filtering Data

- Sorting Records
- Finding Specific Records
- Finding Records using Wildcards
- Using Replace
- Using Filter by Selection
- Applying/Removing a Filter
- Using Filter Excluding Selection
- Using the Search Box
- Using Quick Filter
- Using AutoFilter
- Finding and Filtering Data

##### Printing Data

- Printing Table Data
- Changing the Page Setup
- Using Print Preview
- Printing Selected Records
- Printing Data

##### Creating Relationships

- Using Related Tables
- Creating a Relationship between Tables
- Setting Referential Integrity
- Viewing Subdatasheets
- Deleting a Join Line
- Creating Relationships

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## Using Simple Queries

- Using Queries and Record Sets
- Using the Simple Query Wizard
- Creating a Query in Design View

## Analysing Tables

- Analysing a Table
- Using Relationships in Splits
- Using the Table Analyser Wizard
- Using the Performance Analyser
- Analysing Tables

## Creating Basic Forms

- Using Forms
- Using the Form Button
- Adding a Record using a Form
- Using the Calendar for Date Picking
- Using the Form Wizard
- Viewing Records in a Form
- Printing Records in a Form
- Basing a Form on a Query
- Creating Basic Forms

## Creating Basic Reports

- Using Reports
- Using the Report Button
- Using Print Preview – Reports
- Printing Pages of a Report
- Using the Report Wizard
- Changing Views in a Report
- Grouping and Summarising Report Data
- Basing a Report on a Query
- Creating Basic Reports

## DAY TWO

## Modifying Tables

- Inserting a Column into a Table
- Changing a Column Name
- Deleting a Column
- Inserting a Lookup Column
- Inserting a Hyperlink Column
- Creating a Many-to-Many Relationship
- Modifying Tables

## Setting Field Properties

- Using Field Properties
- Limiting Field Size
- Setting Number Formats
- Setting Date/Time Formats
- Setting Yes/No Formats
- Setting Default Values
- Setting Validation Rules
- Creating an Input Mask – Wizard
- Creating an Input Mask – Manually
- Creating a Custom Input Mask
- Typing a Lookup List
- Modifying Lookup Properties
- Setting Field Properties

## Using Operators in Queries

- Using Comparison Operators
- Using an And Condition
- Using an Or Condition
- Using the Between And Operator
- Using the Expression Builder
- Using a Wildcard Character
- Using Operators in Queries

## Designing Advanced Queries

- Setting Top Values in a Query
- Creating a Calculated Field
- Formatting a Calculated Field
- Displaying a Totals Row in a Query
- Creating a Function Query
- Creating a Parameter Query
- Using Multivalued Fields
- Creating a Concatenation in a Query
- Filtering a Query
- Designing Advanced Queries

## Creating Action Queries

- Creating a Make-table Query
- Creating an Update Query
- Creating an Append Query
- Creating a Delete Query
- Creating Action Queries

## Using Advanced Query Wizards

- Using the Crosstab Query Wizard
- Using the Final Duplicates Query Wizard
- Using the Final Unmatched Query Wizard
- Using Advanced Query Wizards

## Using Advanced Database Features

- Importing Data
- Linking Data to an Access Table
- Using the Linked Table Manager
- Exporting Data
- Converting Files
- Printing a Relationship Document
- Compacting a Database
- Using Name AutoCorrect
- Backing up a Database
- Using Advanced Database Features

## Using Controls and Layouts

- Switching Views
- Using Controls
- Using Control Layouts
- Using a Stacked Layout
- Removing a Control from a Layout
- Moving Controls
- Viewing the Properties of an Object
- Changing a Control Property
- Manipulating Control

## Manipulating Form Controls in Design View

- Selecting Non-adjacent Controls
- Selecting Adjacent Controls
- Deleting Controls
- Sizing a Control by Dragging
- Sizing Controls Automatically
- Setting Control Margins
- Setting Control Padding
- Hiding the Ruler
- Disabling the Snap to Grid Feature
- Displaying the Field List
- Adding a Field
- Adding a Field from Another Table
- Moving Part of a Paired Control
- Aligning Controls
- Spacing Controls
- Manipulating Form Controls in Design View

## Using Design View

- Adding a Label
- Adding an Image
- Adding a Rectangle
- Adding a Line
- Editing an Unbound Control
- Using Multiple Undo/Redo in Design View
- Using Design View

## Using Advanced Form Design

- Using Forms in Design View
- Creating a Combo Box
- Editing List Items
- Creating a List Box
- Creating an Option Group
- Adding a Logic Control
- Setting the Tab Order Automatically
- Setting the Tab Order Manually
- Adding a Form Header and Footer
- Creating a Blank Form
- Using Advanced Form Design

## Using Editing Tools

- Changing the Font
- Changing the Font Size
- Changing the Character Format
- Changing the Font Colour
- Changing Fill and Background Colours
- Formatting Lines and Borders
- Applying Special Effects
- Using Conditional Formatting
- Using the Format Painter
- Using AutoFormat
- Using Error Checking
- Running the Spelling Checker
- Setting AutoCorrect Options
- Adding AutoCorrect Entries
- Using Editing Tools

## Prerequisites

Working knowledge of the Windows environment, including use of the mouse.

## How to Book

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