

Access 2007: Basic...Day 1

2 Days

Prerequisites

- Windows XP Foundation, Windows Vista Foundation, or commensurate knowledge and experience

Objectives

Per the specified learning objects identified in the outline

SECTION 1: Getting Started

Lesson 1.1: Starting Out

What is Microsoft Access?
Opening Microsoft Access
Interface Overview
Database Window
Closing Microsoft Access

Lesson 1.2: Using the Getting Started Window

Overview of the Window
Navigating Through the Window
Creating a Database from a Template
Planning a Database
Basic Terminology
Creating a Blank Database

Lesson 1.3: Getting Help

Opening the Help Screen
Overview of the Help Screen
Online Help vs. Offline Help
Searching for Help

SECTION 2: Creating a Table

Lesson 2.1: Creating a Table

About Tables
Creating a Table
Object and Field Names
Date Types
Adding Field Descriptions
Adding a Primary Key to a Table
Field Size
Changing Field Data Types

Lesson 2.2: Controlling Table Data Entry

Setting a Default Value
Setting a Required Value
Creating and Using Input Masks

Lesson 2.3: Customizing Tables

Additional Field Properties
Adding Captions
Indexing a Field
How to Validate Data
Creating a Lookup Field
Creating a Value List
Modifying a Value List
Inserting, Deleting, and Moving Fields

Lesson 2.4: About Records

What is a Record?
Navigation Tips
Adding Records
Editing Records
Deleting Records
E-Mailing Records
Printing Records
Formatting a Table

Lesson 2.5: Table Relationships

Creating and Removing Table Relationships

SECTION 3: Creating a Query

Lesson 3.1: Creating Queries

What is a Query?
Creating a Query with the Wizard
Using Design View to Modify a Query
Create a Query in Design View

Access 2007: Basic...Day 1, continued

Lesson 3.2: Additional Query Information

- Sorting a Query
- Query Criteria
- Wildcard Characters
- Query a Range of Records
- Using AND OR Operators
- Creating a Multiple Table Query
- Creating a Calculated Field
- Using the Expression Builder
- Creating a Parameter Query
- Using Parameter Queries

SECTION 4: Doing More with your Database

Lesson 4.1: Sorting and Filtering Data

- Using Find and Replace
- Sort Ascending or Descending
- Toggling Filter
- Using Selection Sort
- Using Advanced Sort

Lesson 4.2: Viewing Data

- Using the View Menu
- Using the View Icons
- Using the Tabs
- Closing Individual Tabs

Lesson 4.3: Printing a Database Object

- Using the Quick Print Icon
- Using the Print Menu
- Using Print Preview
- Using the Print Preview Ribbon
- Printing vs. Exporting

Access 2007: Basic...Day 2 (Forms and Reports), continued

SECTION 1: Working with Forms

Lesson 1.1: Creating a Form

- What is a Form?
- Creating a Form with the Wizard
- Using Design View to Modify Your Form
- Using Forms

Lesson 1.2: Basic Form Controls

- Controls
- Adding a Control
- Add a Bound Textbox
- Add an Unbound Textbox
- Add a Label
- List Box Control
- Combo Box Control
- All Controls
- Using the Control Wizard

Lesson 1.3: Working with Controls

- Selecting Controls
- Resize a Control
- Moving a Control
- Cutting, Copying, and Pasting a Control
- Formatting a Control

Lesson 1.4: Advanced Form Controls

- Modifying a Control's Properties
- Changing a Control's Data Source
- Changing a Control's Default Value
- Creating a Calculated Control
- Using Form Properties

Lesson 1.5: Formatting Your Form

- Formatting Gridlines
- Modifying the Font
- Adding Logos
- Changing the Layout

Lesson 1.6: Formatting Controls

- Changing the Color of a Control
- Using Control Properties
- Aligning Controls
- Applying Special Effects

Lesson 1.7: Formatting Records

- Modifying Fonts
- Using AutoFormat
- Using the Format Ribbon
- Using the Arrange Ribbon

SECTION 2: Working with Subforms

Lesson 2.1: Subforms

- Creating a Subform with the Wizard
- Adding a Subform to an Existing Form

SECTION 3: Working with Reports

Lesson 3.1: Reports

- What is a Report?
- Creating a Report with the Wizard
- Using Design View to Modify a Report
- Using Reports

Lesson 3.2: Organizing Report Data

- Adding and Removing Fields
- Using Report Sections
- Changing Section Properties
- Grouping and Sorting in a Report
- Changing Group Properties
- Using Calculated Controls in a Report

Lesson 3.3: Formatting Reports

- Formatting Gridlines
- Modifying the Font
- Adding Logos
- Changing the Layout
- Using AutoFormat

Lesson 3.4: Common Report Tasks

- Adding a Photo
- Adjusting Page Properties
- Adding Headers and Footers
- Adding Page Numbers
- Using the Label Wizard