



CORPORATE & CAREER TRAINING

ACCESS 2007 - FUNDAMENTALS

TRAINING OUTLINE

12 HOURS

I. 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

II. 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
- Adding a Field Description
- Setting a Primary Key
- Saving a New Table
- Using Multi-valued Fields

III. WORKING WITH TABLES

- Using Datasheet View **Error! Bookmark not defined.**
- Navigating Fields in Tables
- Using Field Templates
- Adding Records
- Moving through Records
- Selecting Records
- Editing Records
- Saving Records
- Deleting Records
- Displaying a Totals Row in a Table

IV. 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

V. 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

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VI. CREATING RELATIONSHIPS

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

VII. USING SIMPLE QUERIES

- Using Queries and Recordsets
- Using the Simple Query Wizard
- Creating a Query in Design View
- Opening a Query
- Adding a Table to a Query
- Joining Tables in a Query
- Running a Query

VIII. MODIFYING QUERY RESULTS

- Sorting a Query
- Adding Criteria to a Query
- Hiding a Field in a Query
- Displaying a Totals Row in a Query
- Adding a Record using a Query
- Printing a Query

IX. 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

X. 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 Summarizing Report Data
- Basing a Report on a Query