

Access® 2007: Introduction

Course length: 2 days

Course Description: Most organizations maintain and manage large amounts of information. One of the most efficient and powerful ways of managing data is by using relational databases. Information can be stored, linked, and managed using a single relational database application and its associated tools. On Day 1 of this course, you will examine the basic database concepts, and create and modify databases and their various objects using the Microsoft® Office Access™ 2007 relational database application.

Upon completing Day 1, you have the basic skills needed to work with Microsoft® Office Access™ 2007 databases, including creating and working with Access tables, relationships, queries, forms, and reports. But so far, you have been focusing only on essential database user skills. On Day 2 of this course, you will consider how to maintain data consistency, how to customize database components, and how to share Access data with other applications.

Course Objective: You will create and modify new databases and their various objects. You will maintain data consistency and integrity; improve queries, forms, and reports; and also integrate Microsoft® Office Access™ 2007 with other applications.

Target Student: This course is designed for students who wish to learn the basic operations of the Microsoft Access database application to perform their day-to-day responsibilities, and to understand the advantages that using a relational database application can bring to their business processes. Day 1 of this course is for the individual whose job responsibilities include designing and creating new databases, tables, and relationships; creating and maintaining records; locating records; and producing reports based on the information in the database. Day 2 is designed for individuals whose job responsibilities include maintaining data integrity; handling complex queries, forms, and reports; and sharing data between Access and other applications. This course is also a prerequisite to taking more advanced courses in Access 2007.

Prerequisites: Windows

Performance-Based Objectives: Upon successful completion of this course, students will be able to:

- ◆ examine the basic database concepts and explore the Microsoft Office Access 2007 environment.
- ◆ design a simple database.
- ◆ build a new database with related tables.
- ◆ manage data in a table.
- ◆ query a database using different methods.
- ◆ design forms.
- ◆ generate reports.
- ◆ modify the design and field properties of a table to streamline data entry and maintain data integrity.
- ◆ retrieve data from tables using joins.
- ◆ create flexible queries to display specified records, allow for user-determined query criteria, and modify data using queries.
- ◆ enhance the capabilities of a form.
- ◆ customize reports to organize the displayed information and produce specific print layouts.
- ◆ share data across different applications.

If you have any questions about this course, please call CompuTrain at (713) 349-9186.

Day One

Lesson 1: Exploring Access™ Environment

- Examine Database Concepts
- Explore the User Interface
- Use an Existing Access Database
- Customize the Access Environment
- Obtain Help

Lesson 2: Designing a Database

- Describe the Relational Database Design Process
- Define Database Purpose
- Review Existing Data
- Determine Fields
- Group Fields into Tables
- Normalize Data
- Designate Primary and Foreign Keys
- Determine Table Relationships

Lesson 3: Building a Database

- Create a New Database
- Create a Table
- Manage Tables
- Create a Table Relationship
- Save a Database as a Previous Version

Lesson 4: Managing Data in a Table

- Modify Table Data
- Sort Records
- Work with Subdatasheets

Lesson 5: Querying a Database

- Filter Records
- Create a Query
- Add Criteria to a Query
- Add a Calculated Field to a Query
- Perform Calculations on a Record Grouping

Lesson 6: Designing Forms

- View Data Using an Access Form
- Create a Form
- Modify the Design of a Form

Lesson 7: Generating Reports

- View an Access Report
- Create a Report
- Add a Custom Calculated Field to a Report
- Format the Controls in a Report
- Apply an AutoFormat Style to a Report
- Prepare a Report for Print

Day Two

Lesson 1: Controlling Data Entry

- Restrict Data Entry Using Field Properties
- Establish a Pattern for Entering Field Values
- Create a List of Values for a Field

Lesson 2: Joining Tables

- Create Query Joins
- Join Unrelated Tables
- Relate Data Within a Table

Lesson 3: Creating Flexible Queries

- Set Select Query Properties
- Create Parameter Queries
- Create Action Queries

Lesson 4: Improving Forms

- Design a Form Layout
- Enhance the Appearance of a Form
- Restrict Data Entry in Forms
- Add a Command Button to a Form
- Create a Subform

Lesson 5: Customizing Reports

- Organize Report Information
- Format the Report
- Set Report Control Properties
- Control Report Pagination
- Summarize Report Information
- Add a Subreport to an Existing Report
- Create a Mailing Label Report

Lesson 6: Sharing Data Across Applications

- Import Data into Access
- Export Data
- Analyze Access Data in Excel
- Export Data to a Text File
- Merge Access Data with a Word Document