



### Microsoft Access

**Microsoft Access - Introduction** is a two-day course where you will be introduced to the concept of the relational database, the Access relational database application, and information management tools. Also, you will learn how to design and create a new Access database.

**Target Student:** Anyone interested in more effectively managing data through the use of relational databases.

**Prerequisites:** Before taking this course, you should have a basic understanding of your computer's operating system. For example, you should know how to launch an application, create and save files, and copy files from CDs and other media.

**Delivery Method:** Instructor-led, classroom-delivery learning model with structured hands-on activities.

**Benefits:** Upon successful completion of this course, you will be able to easily collect, track and report information through designing and modifying databases. Additionally you will have the knowledge to generate reports enabling you to organize and present information in a concise and meaningful way.

#### What's Next:

**Microsoft Access - Advanced** Learn how to maintain data integrity; handle complex queries, forms, and reports; and share data between Access and other applications.

**LiveCycle Developing Forms** Learn to create dynamic PDF based forms and documents as well as how to add interactivity, security and scripts to forms.

**Microsoft Word - Introduction** Learn how to create, revise, and save documents for printing and future retrieval.

**Adobe Acrobat/PDF** Learn how to create and secure PDFs for document distribution in print and on the Web.

#### Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- Design a database.
- Create a database with related tables.
- Format and manage data.
- Work with records.
- Create and search queries.
- Understand relational databases.
- Develop forms.
- Generate reports.





## Microsoft Access Introduction 2 Days

### The Fundamentals

What's New in Access 2007  
 Understanding the Access Program Screen  
 Understanding the Ribbon  
 Using the Office Button and Quick Access Toolbar  
 Using Keyboard Commands and Contextual Menus  
 Using Help

### Database Basics

Working with Database Objects  
 Tour of a Table  
 Adding, Editing and Deleting Records  
 Tour of a Form, Query, and Report  
 Previewing and Printing a Database Object  
 Selecting Data  
 Cutting, Copying and Pasting Data  
 Using Undo and Redo  
 Checking Spelling  
 Using the Zoom Box

### Creating and Working with a Database

Planning a Database  
 Creating a New Database  
 Creating and Modifying a Table  
 Creating and Sorting a Query  
 Using AND and OR Operators in a Query  
 Creating a Form with the Form Wizard  
 Creating a Report with the Report Wizard  
 Creating Mailing Labels with the Label Wizard  
 Converting an Access Database

### Finding, Filtering, and Formatting Data

Finding and Replacing Data  
 Sorting Records  
 Using Common Filters  
 Filtering by Selection and Form  
 Creating an Advanced Filter  
 Adjusting and Rearranging Rows and Columns  
 Changing Gridline and Cell Effects  
 Changing the Datasheet Font  
 Freezing and Hiding a Column

### Working with Tables and Fields

Understanding Field Properties  
 Indexing a Field  
 Adding a Primary Key to a Table  
 Inserting, Deleting, and Reordering Fields  
 Adding Field Descriptions and Captions  
 Changing the Field Size

Formatting Number, Currency, and Date/Time Fields  
 Formatting Text Fields  
 Setting a Default Value  
 Requiring Data Entry  
 Validating Data  
 Creating an Input Mask and Value List  
 Creating and Modifying a Lookup List

### Creating Relational Databases

Understanding Table Relationships  
 Creating Relationships Between Tables  
 Enforcing Referential Integrity  
 Printing and Deleting Relationships  
 Understanding Relationship Types

### Working with Queries

Understanding Different Types of Queries  
 Creating a Multiple Table Query  
 Creating a Calculated Field  
 Working with Expressions and the Expression Builder  
 Using an Iif Function  
 Summarizing Groups of Records  
 Display Top or Bottom Values  
 Parameter Queries  
 Finding Duplicate Records  
 Finding Unmatched Records  
 Crosstab, Delete and Append Queries  
 Make-Table Queries  
 Update Queries

### Working with Forms

Creating and Using a Form  
 Understanding Form Views  
 Modifying a Form in Layout View  
 Form Design View Basics  
 Changing Tab Order  
 Working with Control Properties  
 Control Property Reference  
 Working with Form Properties  
 Form Property Reference  
 Changing a Control's Data Source  
 Creating a Calculated Control  
 Changing a Control's Default Value  
 Creating, Modifying and Working with a Subform