

Access 2007 Level 1 – Data Entry and Reports

1-day course
Course Code: D171Aen

Who should attend? This course is intended for new users of Access 2007.

Prerequisites Windows 2000, XP or Vista

Course Objectives Upon completion of the course, participants will be able to accomplish the following:

- Identify the components of a database and work with those components
- Open a table, find information stored there, and enter data
- Create several query types, edit and run queries, and use action and calculation queries
- Create several report types, enhance reports, and print and preview reports
- Preview and print database objects and change the page setup options

Course Content

The Basics
Database Concepts; Getting Started; Working with Objects; Converting Access Files; Using Access 2007 Help

Table Data
Table Concepts; Viewing Data in Tables; Changing the Datasheet Appearance; Entering and Editing Data; Applying Filters

Queries
Using the Query Wizard; Creating Queries in Design View; Selecting and Sorting in a Query; Calculations; Action Queries; Parameter Queries

Reports
Creating Reports; Using the Report Wizard; Previewing Reports;
Creating Reports in Design View; Changing Report Designs; Control Operations; Error Checking; Control Attributes

Printing
Printing Objects; Print Preview
