

Access 2007 Level 1 – Database Design

2-day course
Course Code: D171Ben

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 and customize a table design
- Enter data into tables, and ensure its accuracy by using input masks and input validation formulas
- Create relationships between tables to ensure data accuracy and to deploy referential integrity
- Create forms for entering data into tables, and change the design elements that have been placed on those forms
- 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
- Import and export data to and from various sources, including Word and Excel
- 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; Working with Objects; Using Access 2007 Help

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

Table Design
Creating a Table; Changing the Table Design

Data Entry
Data Entry Concepts; Data Formats; Input Masks; Input Validation; Adding Records

Relationships
Relationships between Tables; Creating a Relationship; Referential Integrity; Removing a Relationship; Printing Relationships

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Creating and Using Forms

Creating a Form Using AutoForm; Creating a Form Using the Form Wizard; Creating a Form in Design View; Opening a Form; Changing a Form Design; Adding Controls; Placing Controls; Multiple-Choice Controls; Error Checking

Queries

Using the Query Wizard; Creating a Query 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 Design; Control Operations; Control Attributes

Importing and Exporting Data

Importing and Exporting; Importing a Text File; Importing Data from an Access Database; Exporting Data; Troubleshooting Importing and Exporting Problems

Printing

Printing Objects; Print Preview