

Access 2007 – Level 1 Outline

TABLE OF CONTENTS

ACCESS 2007 LEVEL 1 – INTRODUCTION

COURSE REQUIREMENTS

COMPONENTS OF THE MANUAL

TRAINING FILES

WHAT'S NEW IN ACCESS 2007?

LESSON 1 - ACCESS BASICS

1.1 UNDERSTANDING DATABASES

1.2 USING DATABASE TEMPLATES

1.3 OPEN AN EXISTING DATABASE

1.4 THE ACCESS ENVIRONMENT

1.5 A LOOK AT TABLES

1.6 A LOOK AT FORMS

1.7 A LOOK AT QUERIES

1.8 A LOOK AT REPORTS

1.9 CREATING A BLANK DATABASE

1.10 SETTING ACCESS OPTIONS

1.11 USING HELP

LESSON SUMMARY – ACCESS BASICS

LESSON 1 QUIZ

LAB 1 – ON YOUR OWN

LESSON 2 - WORKING WITH TABLES

2.1 USING TABLE TEMPLATES

2.2 ENTERING DATA INTO A TABLE

2.3 ADDING NEW FIELDS TO A TABLE

2.4 CREATING A TABLE FROM SCRATCH

2.5 SETTING A PRIMARY KEY

2.6 CHANGING COLUMN WIDTH AND ROW HEIGHT

2.7 REARRANGING FIELDS

2.8 INSERTING AND DELETING FIELDS

2.9 CHANGING FIELD PROPERTIES

2.10 DESIGNING IN DATASHEET VIEW

LESSON SUMMARY – WORKING WITH TABLES

LESSON 2 QUIZ

LAB 2 – ON YOUR OWN

LESSON 3 - WORKING WITH DATA

3.1 EDITING DATA

3.2 FORMATTING TABLE DATA

3.3 IMPORTING EXCEL DATA INTO AN EXISTING TABLE

3.4 IMPORTING A TEXT FILE INTO A NEW TABLE

- 3.5 SELECTING AND DELETING RECORDS
- 3.6 SORTING RECORDS
- 3.7 FINDING AND REPLACING DATA
- 3.8 FILTERING DATA BY SELECTION
- 3.9 FILTERING DATA BY FORM
- 3.10 USING COMMON FILTERS
- 3.11 HIDING/UNHIDING COLUMNS
- 3.12 FREEZING COLUMNS
- 3.13 REARRANGING COLUMNS
- 3.14 DISPLAYING COLUMN TOTALS IN A DATASHEET

LESSON SUMMARY – WORKING WITH DATA

LESSON 3 QUIZ

LAB 3 – ON YOUR OWN

LESSON 4 - WORKING WITH QUERIES

- 4.1 WORKING IN QUERY DESIGN VIEW
- 4.2 CREATING A QUERY IN DESIGN VIEW
- 4.3 ADDING FIELDS TO A QUERY
- 4.4 REMOVING FIELDS FROM A QUERY
- 4.5 SAVING A QUERY
- 4.6 RUNNING A QUERY
- 4.7 ADDING CRITERIA TO A QUERY
- 4.8 SPECIFYING MULTIPLE CRITERIA
- 4.9 SORTING DATA IN A QUERY
- 4.10 MOVING COLUMNS IN A QUERY
- 4.11 USING THE QUERY WIZARD

LESSON SUMMARY – CREATING QUERIES

LESSON 4 QUIZ

LAB 4 – ON YOUR OWN

LESSON 5 - CREATING FORMS

- 5.1 USING THE FORM WIZARD
- 5.2 ENTERING DATA INTO A FORM
- 5.3 A LOOK AT DESIGN VIEW
- 5.4 ADDING A FIELD TO A FORM
- 5.5 CHANGING CONTROL PROPERTIES
- 5.6 LAYOUT VIEW
- 5.7 FINDING RECORDS IN A FORM

LESSON SUMMARY – CREATING FORMS

LESSON 5 QUIZ

LAB 5 – ON YOUR OWN

LESSON 6 - CREATING REPORTS

- 6.1 CREATING A BASIC REPORT
- 6.2 AUTOFORMATTING A REPORT
- 6.3 USING THE REPORT WIZARD

- 6.4 REPORT VIEW AND LAYOUT VIEW
- 6.5 A LOOK AT DESIGN VIEW
- 6.6 MODIFYING REPORT SETUP
- 6.7 PRINTING REPORTS
- 6.8 USING THE LABEL WIZARD

LESSON SUMMARY – CREATING REPORTS

LESSON 6 QUIZ

LAB 6 – ON YOUR OWN

CLASS PROJECT – EMPLOYEE DATABASE

INDEX