

One-on-One Personal Computer Training

Get Started Here

Microsoft Access is the world's most popular database program.

One-on-One Personal Computer Training provides a comprehensive introduction to Access 2007 and will enable you to become productive with the program.

Learning Outcomes

This course is designed for people who are new to databases. It covers the essential features people need in day-to-day use of Access.

At the end of the course, the student will be able to:

- understand how Access is used and how to navigate around it
- design a database with lookup tables
- create a database structure using Access 2007
- modify the structure of an existing table
- add records to a new table
- add transactional records to a lookup database
- use various data validation features in Access to protect data
- work with the records in a database table
- format the data in a table
- sort and filter records in a table
- create simple and effective queries
- perform more advanced queries using a variety of querying techniques
- create meaningful reports from tables
- create and use a variety of forms

Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered. At the end of each lesson there is a:

- ☞ Summary of the lesson, including a list of the skills learned and important terms
- ☞ Questionnaire to test the student's understanding of the lesson
- ☞ Case study for revision or for fast students.

The manual includes a table of contents, an index, a glossary of important terms, tips and review exercises.

Introduction to Access 2007 for Windows

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Access 2007 Orientation

- ☞ Understanding Microsoft Access 2007
- ☞ Starting Access
- ☞ Understanding The Getting Started Screen
- ☞ Opening An Existing Database File
- ☞ Understanding The Access 2007 Screen
- ☞ Working With The Navigation Pane
- ☞ Working With A Table
- ☞ Working With Other Database Objects
- ☞ Closing A Database File
- ☞ Exiting From Access 2007

Designing A Lookup Database

- ☞ How Access Stores Data
- ☞ Access 2007 Data Types
- ☞ Scoping Your New Database
- ☞ Identifying Table Problems
- ☞ Refining Table Structures
- ☞ Finalising The Design

Creating A Lookup Database

- ☞ Creating A New Database File
- ☞ Creating The Lookup Table
- ☞ Defining The Primary Key
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- ☞ Connecting To A Lookup Table
- ☞ Viewing Table Relationships

Modifying Table Structures

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- ☞ Changing Date Formats
- ☞ Indexing Fields
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- ☞ Creating A Query Design
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Querying Techniques

- ☞ Modifying A Saved Query
- ☞ Creating AND Queries
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Creating And Using Forms

- ☞ Understanding Forms

- ☞ Creating A Basic Form
- ☞ Creating A Split Form
- ☞ Binding A Form To A Query
- ☞ Using The Form Wizard
- ☞ Working With Existing Forms
- ☞ Editing Records In A Form
- ☞ Deleting Records Through A Form
- ☞ Deleting An Unwanted Form

Prerequisites

Students should already be familiar with PCs and Windows but no database experience is necessary.

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