



## Computer Consultants Corporation

### Microsoft Access

### Introduction

Length of course: 1 class day (6 hours)

Objective(s): Students will learn the fundamental skills required for the effective use of Microsoft Access 2007. Topics covered include an introduction to Access and the new Ribbon interface, database concepts, building, managing and maintaining databases containing numerous objects.

Prerequisites: Basic experience using Windows and keyboarding.

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#### Introduction

- What is a database
- Database Structures
- The Access environment
- Examining Access Objects
- Using the Navigation pane

#### Basic Database File Management

- Working with Tables
- Viewing Forms
- Viewing Reports
- Running Queries
- Opening and closing a saved database

#### Building a Database

- Planning a database design
- Documenting a database design
- Field data type and properties
- Creating Tables
- Creating and using Forms
- Creating and generating Forms
- Creating a Query
- Creating a Table from an Excel Worksheet

#### Using an Access Database

- Navigating in Datasheet view
- Adding records using a Table/Form
- Sorting records
- Filtering Records

#### Managing a Database

- Using Table Design view
- Identifying field data types
- Entering descriptions
- Setting field properties
- Identifying and adding a Primary Key
- Adding criteria to Queries
- The Form and Report Wizards
- Backing up the Database

#### Maintaining a Database

- Editing, Adding, Deleting Fields
- Performing a Lookup
- Field properties
- Setting field size
- Setting Captions
- Formatting data using Input Masks
- Setting Data Validation