

Course ID

**M-ACCESS07L1**

Course Duration

**1 day**

Course Title

## **Microsoft® Office Access™ 2007: Level 1**

### **Related Courses**

- Microsoft Office Access 2007: Level 2 (M-ACCESS07L2, 1 day)
- Microsoft Office Access 2007: Level 3 (M-ACCESS07L3, 1 day)
- Microsoft Office Access 2007: Level 4 (M-ACCESS07L4, 1 day)

### **Aimed At**

This course is designed for students who wish to learn the basic operations of the Microsoft Access database application to perform their day-to-day responsibilities, and to understand the advantages that using a relational database application can bring to their business processes. The Level 1 course is for the individual whose job responsibilities include designing and creating new databases, tables, and relationships; creating and maintaining records; locating records; and producing reports based on the information in the database.

### **Group Size**

5-15

### **Prerequisites**

- Microsoft Windows XP Professional: Level 1 (M-WINXPL1, 1 day)
- Microsoft Windows XP Professional: Level 2 (M-WINXPL2, 1 day)

Working knowledge of the Microsoft® Windows 98 (or above) operating system that may be acquired by taking the appropriate above mentioned Eogogics courses.

### **Course in a Nutshell**

Most organizations maintain and manage large amounts of information. One of the most efficient and powerful ways of managing data is by using relational databases. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will examine the basic database concepts, and create and modify databases and their various objects using the Microsoft® Office Access™ 2007 relational database application.

Microsoft Office Access 2007: Level 1 is one of a series of Eogogics courseware titles which addresses optional Microsoft Office Specialist certification. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Office Specialist certification.

### **Customize It!**

Customize this course to your group's background and job requirements at little-to-no additional cost. We can tailor the topics, emphasis placed on each topic, pace of coverage, and the exercises to suit your needs. We can also combine various levels

of courses for a particular MS Office application to create a course that's just right for your audience.

**Learn How To** You will learn how to create and modify new databases and their various objects.

**Course** **Lesson 1: Exploring the Microsoft® Office Access™ 2007 Environment**

**Outline**

- Topic 1A: Examine Database Concepts
- Topic 1B: Explore the User Interface
- Topic 1C: Use an Existing Access Database
- Topic 1D: Customize the Access Environment
- Topic 1E: Obtain Help

**Lesson 2: Designing a Database**

- Topic 2A: Describe the Relational Database Design Process
- Topic 2B: Define Database Purpose
- Topic 2C: Review Existing Data
- Topic 2D: Determine Fields
- Topic 2E: Group Fields into Tables
- Topic 2F: Normalize Data
- Topic 2G: Designate Primary and Foreign Keys
- Topic 2H: Determine Table Relationships

**Lesson 3: Building a Database**

- Topic 3A: Create a New Database
- Topic 3B: Create a Table
- Topic 3C: Manage Tables
- Topic 3D: Create a Table Relationship
- Topic 3E: Save a Database as a Previous Version

**Lesson 4: Managing Data in a Table**

- Topic 4A: Modify Table Data
- Topic 4B: Sort Records
- Topic 4C: Work with Subdatasheets

**Lesson 5: Querying a Database**

- Topic 5A: Filter Records
- Topic 5B: Create a Query
- Topic 5C: Add Criteria to a Query
- Topic 5D: Add a Calculated Field to a Query

- Topic 5E: Perform Calculations on a Record Grouping

#### **Lesson 6: Designing Forms**

- Topic 6A: View Data Using an Access Form
- Topic 6B: Create a Form
- Topic 6C: Modify the Design of a Form

#### **Lesson 7: Generating Reports**

- Topic 7A: View an Access Report
- Topic 7B: Create a Report
- Topic 7C: Add a Custom Calculated Field to a Report
- Topic 7D: Format the Controls in a Report
- Topic 7E: Apply an AutoFormat Style to a Report
- Topic 7F: Prepare a Report for Print

#### **How You Will Learn**

- Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.
- You will receive a professionally developed Participant Handbook, which will help you remember and retain what you learned in class and apply it on your job.