

Microsoft ®

Access 2007 Course Outline

Foundation Level
1 Day Course



ACCESS 2007 CONCEPTS

- What is a database?
- What is a relational database?
- What is a table?
- What is a record?
- What is a field?
- What is data?
- Data types

FIRST LOOK AT ACCESS 2007

- Exploring the Access 2007 window
- Using the ribbon
- Ribbon tabs and groups
- The dialog box launcher
- Navigation and keys
- Contextual tabs
- Minimising the ribbon
- Quick access toolbar
- The Office Button
- Access Help

OPENING A DATABASE AND SECURITY

- Opening a database
- Security warnings
- Trusted locations – Trust Centre
- Setting the default folder location

CREATING DATABASES AND USING VIEWS

- Creating a new database
- Saving a table
- Adding and renaming fields
- Using different views
- Changing the views

TABLE MODIFICATION AND NAVIGATION

- Adding fields – Design view
- Data types
- Using the attachment data type
- Adjusting column width

- Moving a column to rearrange the column order
- Adding records to a table
- Navigating through records within a table
- Closing a database
- The Navigation Pane

FIELD PROPERTIES, VALIDATION AND INPUT MASKS

- Field properties
- Input masks
- Using validation rules
- Field properties – using guide tables

MANIPULATING RECORDS AND TABLES

- Closing an object
- Renaming an object
- Editing and deleting data within a record
- Using the undo command
- Deleting a single record
- Deleting multiple records
- Save as – Database Objects
- Deleting a table

PRIMARY KEYS AND INDEXING

- Defining a primary key
- Indexing
- Creating a single field index
- Creating a multiple field index
- Deleting multi field indexes

FILTERING AND SORTING

- Text filters
- Applying a single filter
- Clearing a single filter
- Creating multiple filters
- Clearing multiple filters
- Sorting