

Access 2007 - Introduction

Bookings 020 7837 2690

www.premierit.com

Course Duration: 1 day	Course Hours: 10am – 5pm
Pre-requisites: The delegate should be familiar with using a mouse, and working in a Windows environment. Any database experience would be an advantage.	
Objectives: At the end of the course, the delegate will be able to: Design and plan a database • Create and modify a table • Sort and filter data • Create a form and use it to enter and edit records • Perform and save select queries • Create a Report	

Getting Started With Access Basic Terminology • Opening Microsoft Access • Interface Overview • Closing Microsoft Access • Navigating through the Window • Creating a Database
Getting Assistance With Access Working with the Help Window • Getting Help Online
Designing A Table Designing and Planning a Database • Data Types • Creating a Table • Setting a Primary Key • Modifying Field Properties
Adding And Editing Records Opening a Table in Datasheet View • Adding a Record • Saving Changes to a Record • Undoing Changes to a Record • Finding a Record • Modifying a Record • Deleting a Record
Working With Data Modifying Table Layout Attributes • Sorting Records • Using Filters
Using A Form What is a Form? • Creating a Form using the Form Wizard • Entering and Editing a Record using a Form
Using A Select Query What is a Query? • Creating a Query using the Simple Query Wizard • Adding and Removing Fields from a Query • Sorting Query Results • Saving a Query • Specifying Criteria in a Query
Using a Report Print Output from a Datasheet • Create a Report using the Report Wizard

Course Structure: Each course is divided into a series of units, supported by relevant practical exercises. You may join a public course, or book your own dedicated company room. You can also tailor the content to your specific needs; accelerating the course or running a workshop.

Help Facility: Provided by our tutors, this facility includes course content only, for a limited period.

Manuals: A comprehensive course manual provides support throughout the course, and is a useful reference for your newly acquired skills upon your return to the office.

Internal Use Only: crscode ACCB07

