



## Access - Introduction

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### Microsoft® Office Access™ 2007: Introduction

#### Course Description

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.

**Course Objective:** You will create and modify new databases and their various objects.

**Target Student:** 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 introductory 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.

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

#### Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- examine the basic database concepts and explore the Microsoft Office Access 2007 environment.
- design a simple database.
- build a new database with related tables.
- manage data in a table.
- query a database using different methods.
- design forms.
- generate reports.



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## Course Content

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

- Examine Database Concepts
- Explore the User Interface
- Use an Existing Access Database
- Customize the Access Environment
- Obtain Help

### **Lesson 2: Designing a Database**

- Describe the Relational Database Design Process
- Define Database Purpose
- Review Existing Data
- Determine Fields
- Group Fields into Tables
- Normalize Data
- Designate Primary and Foreign Keys
- Determine Table Relationships

### **Lesson 3: Building a Database**

- Create a New Database
- Create a Table
- Manage Tables
- Create a Table Relationship
- Save a Database as a Previous Version

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

- Modify Table Data
- Sort Records
- Work with Subdatasheets

### **Lesson 5: Querying a Database**

- Filter Records
- Create a Query
- Add Criteria to a Query
- Add a Calculated Field to a Query
- Perform Calculations on a Record Grouping

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

- View Data Using an Access Form
- Create a Form
- Modify the Design of a Form

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

- View an Access Report
- Create a Report
- Add a Custom Calculated Field to a Report
- Format the Controls in a Report
- Apply an AutoFormat Style to a Report
- Prepare a Report for Print