STATE OF MISSOURI

Center FOR
MANAGEMENT AND
Professional Development

Information Technology and Computer Skills Training

ACCESS 2007 - INTRODUCTION

Where: Jefferson City, 1738 E Elm Lower Level

Time: 8:00 a.m. - 4:00 p.m.

Investment: $125.00

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
Create Formulas and Functions

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

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