



Course Length: 1.0 days

Microsoft Access 2007 is an easy to use and helpful tool to build databases. The software provides a downloadable database template that you can edit to suit your specific requirements. This Microsoft Access 2007 Essentials training course gives you an understanding of how to develop and modify databases for unique business purposes.

This course will explain how database construction and management can be simple and easy. Experts who conduct this training will teach participants the detailed instructions and helpful tips on how to create a blank database from a template, work with database objects, perform common formatting on forms and much more.

This training course is now available in Hong Kong.

This Microsoft Access 2007 Essentials training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

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Access 2007 Essentials Course Outline

Foreword:

Access is the world's premier database software. You can use Access to create and edit databases by just downloading a ready-made database template and start typing. It's that easy. You can create a database of contacts, expenses, household and/or business inventory.

In other words, if you have data, you can create a database of that data using Access. Microsoft's newest version of Access uses the new ribbon interface and offers significant improvement to its database capability.

Who Should Attend?

Anyone that wants to quickly learn to build and manage databases in Microsoft Access.

Outcomes:

- Create a blank database from a template
- Open, close, and save a database
- Use the Ribbon Interface
- Work with database Objects
- Sort and Filter the View
- Create a blank table from a template, in Datasheet view, and Design View
- Use Lookup columns in a table
- Add information to a table
- Edit, delete and search records
- Create a form with the Wizard and in Layout View
- Modify a form in Design View
- Perform common formatting tasks on forms
- Use Auto Format
- Add or move controls on a form
- Create reports using the Report Wizard
- Understand the Report Design View
- Create Queries using the Wizard
- Execute a Query
- Understand the Query Design View
- Understand Access file formats and save a database as another file format
- Back up the database
- Email the database



Getting Started

- Workshop Objectives

Access 2007 Essentials Training Course - Lesson 3 Using the Access Interface

- Understanding Security Warnings
- Interface Overview
- Overview of the Ribbon Interface
- Using the Navigation Pane

Access 2007 Essentials Training Course - Lesson 5 Creating Tables

- Creating a Blank Table in Datasheet View
- Creating a Blank Table from a Template
- Understanding Data Types
- Understanding Lookup Columns
- Creating a Blank Table using Design View
- Saving Your Table
- Key Table Tools

Access 2007 Essentials Training Course - Lesson 7 Creating Forms

- Types of Controls
- Creating a Form with the Wizard
- Creating a Form In Layout View
- Modifying Your Form in Design View
- Key Features on the Form Tools Tab

Access 2007 Essentials Training Course - Lesson 9 Creating Reports

- Creating Reports
- Using The Report Wizard
- Using Design View
- Adding a Logo
- Working with Controls
- Key Features on the Report Tools Tab

Access 2007 Essentials Training Course - Lesson 11 Managing Your Database

- Understanding Access File Formats
- Printing an Object
- Backing Up Your Database
- Emailing Your Database

Getting Started with Access

- Opening Access
- Common Database Terms
- Understanding the Getting Started Window
- Creating a Blank Database from a Template

Access 2007 Essentials Training Course - Lesson 4 Working with Database Objects

- Viewing Database Objects
- Exporting an Object
- Renaming an Object
- Sorting and Filtering Your View

Access 2007 Essentials Training Course - Lesson 6 Working with Tables

- Adding Information to a Table
- Editing Records
- Deleting Records
- Searching for Records

Access 2007 Essentials Training Course - Lesson 8 Working with Forms

- Working with Forms
- Common Formatting Tasks
- Using AutoFormat
- Adding Controls
- Moving Controls
- Deleting Records

Access 2007 Essentials Training Course - Lesson 10 Creating Queries

- Creating Queries
- Types of Queries
- Creating a Query with the Wizard
- Executing a Query
- Query Views
- Key Features on the Query Tools Tab

Access 2007 Essentials Training Course - Lesson 12 Wrapping Up

- Words From the Wise

Web Links:

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