

Access 2007 - Level 1

Course Outline

This course covers the essential concepts of Access 2007, including guidance on how to use the new Access interface, and topics helping you to create a database from scratch. It also concentrates on designing and editing tables; finding and filtering data; and printing data.

In addition, this course provides information on how to present the data contained in your database, using Forms, Queries and Reports. Students will also learn how to create relationships between tables.

Prerequisites:

An understanding of Windows

Objectives:

- Explore Access
- Create tables
- Work with tables
- Edit tables
- Find and filter data
- Print Data
- Create Relationships
- Use Simple Queries
- Modify Query Results
- Analyze Tables
- Create Basic Forms
- Create Basic Reports