

Microsoft Access 2007 – Level 1 – Data Entry and Reports

Length: 1 day

Who should attend?

This course is intended for new Microsoft Access 2007 users.

Course Objectives

Upon completion of the course, participants will be able to accomplish the following:

- Identify the components of a database, and work with those components
- Open a table, find information stored there, and enter data
- Create several query types, edit and run queries, and use action and calculation queries
- Create several report type, enhance reports and print preview reports
- Preview and print database objects, and change the page setup options

Course Content

The Basics

Database Concepts ; Getting Started ; Creating a Database ; Converting Access Files ; Working with Objects ; Using Access 2007 Help ;

Table Data

Table Concepts ; Viewing Data in a Table ; Changing the Datasheet Appearance ; Entering and Editing Data ; Applying Filters ;

Queries

Using the Query Wizard ; Creating a Query in Design View ; Selecting and Sorting in a Query ; Calculations ; Action Queries ; Parameter Queries ;

Reports

Creating Reports ; Using the Report Wizard ; Previewing Reports ; Creating Reports in Design View ; Changing Report Design ; Control Operations ; Control Attributes ;

Printing

Printing Objects ; Print Preview ;

