

MICROSOFT OFFICE ACCESS 2007 INTRODUCTION

COURSE AIMS

This course is aimed at new users of Microsoft Office Access who have little knowledge of Microsoft Office Access or databases but who require a working knowledge of the product.

On completion of this course the user should be able to confidently do the following:

- Design and create a simple database
- Enter and edit data in a table
- Search and query a table
- Create user forms and print reports

COURSE CONTENT

Database Terminology

Data Storage
Database Objects
Relational and Flat-File Databases
Access Databases

The Access Environment

Database Window
Menu Bar
Dialog Boxes
Shortcut Menus
Wizards
Help System

Tables

Creating a Table
Modifying a Table
Field Names
Data Types
Field Properties

Entering And Editing Data

Adding New Records
Editing Records
Deleting Records

Modifying Table Appearance

Column widths and row heights

Working With Records

Sorting Records
Finding Records
Filtering Records

Forms

Creating a Form
Modifying a Form
Changing the Appearance of Controls
Subforms

Queries

Select Queries
Update Queries

Reports

Creating a Report
Modifying a Report
Printing a Report

Using Multiple Tables

Relational Database Design Theory
Creating Simple Relationships

NOTES

ability also offer Advanced and Application Development courses for more experienced users.

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