

Microsoft Office Access 2007: What's New

Access07New
1day

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Prerequisites

This course is designed for experienced Access users who have worked with earlier versions of Microsoft Access, ideally Microsoft Access 2003, and who have upgraded to Microsoft Access 2007.

Course Summary

You have worked with Microsoft® Office Access™ 2003 (or earlier), and you now need to be aware of the additional features in the latest release of the software for improving the management, presentation, and distribution of your databases. In this course, you will be introduced to the new features available in Microsoft® Office Access™ 2007.

Lessons

Lesson 1: Exploring the Access Environment

Topic 1A: Explore the User Interface

Topic 1B: Work with the Ribbon

Topic 1C: Work with Contextual Tabs

Topic 1D: Customize the Access Environment

Lesson 2: Creating Tables and Forms

Topic 2A: Create a Table

Topic 2B: Create a Form

Topic 2C: Design a Form Layout

Lesson 3: Creating Queries and Reports

Topic 3A: Query a Database

Topic 3B: Generate Reports

Topic 3C: Format a Report

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