

Access 2007 Level 1

GWEACC101

1 day

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Course Summary

Most organizations maintain and manage large amounts of information. One of the most efficient and powerful ways of managing data is by using relational databases. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will examine the basic database concepts, and create and modify databases and their various objects using the Microsoft® Office Access™ 2007 relational database application.

Course Objective:

You will create and modify new databases and their various objects.

Prerequisites

Students should have completed the following courses or possess equivalent knowledge before starting this course:

- Windows 2000: Introduction
- Windows XP: Introduction
- Windows XP: Level 1
- Windows XP: Level 2

Certification

This course is one of a series of Element K courseware titles that addresses Microsoft Certified Applications Specialist (MCAS) skill sets. The MCAS program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Certified Applications Specialist certification.

Lessons

Lesson 1

Topic 1A: Examine Database Concepts

Topic 1B: Explore the User Interface

Topic 1C: Use an Existing Access Database
Topic 1D: Customize the Access Environment
Topic 1E: Obtain Help

Lesson 2

Topic 2A: Describe the Relational Database Design Process
Topic 2B: Define Database Purpose
Topic 2C: Review Existing Data
Topic 2D: Determine Fields
Topic 2E: Group Fields into Tables
Topic 2F: Normalize Data
Topic 2G: Designate Primary and Foreign Keys
Topic 2H: Determine Table Relationships

Lesson 3

Topic 3A: Create a New Database
Topic 3B: Create a Table
Topic 3C: Manage Tables
Topic 3D: Create a Table Relationship
Topic 3E: Save a Database as a Previous Version

Lesson 4

Topic 4A: Modify Table Data
Topic 4B: Sort Records
Topic 4C: Work with Subdatasheets

Lesson 5

Topic 5A: Filter Records
Topic 5B: Create a Query
Topic 5C: Add Criteria to a Query
Topic 5D: Add a Calculated Field to a Query
Topic 5E: Perform Calculations on a Record Grouping

Lesson 6

Topic 6A: View Data Using an Access Form
Topic 6B: Create a Form
Topic 6C: Modify the Design of a Form

Lesson 7

Topic 7A: View an Access Report
Topic 7B: Create a Report
Topic 7C: Add a Custom Calculated Field to a Report
Topic 7D: Format the Controls in a Report
Topic 7E: Apply an AutoFormat Style to a Report
Topic 7F: Prepare a Report for Print