

## COURSE OVERVIEW

# ***2007 MICROSOFT ACCESS LEVEL 1( 2 DAY CLASS)***

Revised as of 9/3/08

### ***Prerequisites required for taking this course***

You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to: launch and close programs; navigate to information stored on the computer; manage files and folders; and select text.

### ***Performance Objectives for 2007 Microsoft Access Level 1***

- Examine the basic database concepts and explore the Microsoft Office Access 2007 environment.
- Design a simple database.
- Build a new database with related tables.
- Manage data in a table.
- Query a database using different methods.
- Design forms.
- Generate reports.

---

### ***Course Outline***

#### **Lesson 1: Exploring Access™ 2007 Environment**

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: Designing a Database**

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: Building a Database**

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: Managing Data in a Table**

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

#### **Lesson 5: Querying a Database**

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: Designing Forms**

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

#### **Lesson 7: Generating Reports**

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