

MS Access 2007 Basic



12 Hours of Instruction
\$399

Course Description: Students will learn how to design and create databases; work with tables, fields, and records; sort and filter data; and create queries, forms, and reports.

Course Content

Getting started

- Database concepts
- Exploring the Access environment
- Getting help

Databases and tables

- Planning and designing databases
- Exploring tables
- Creating tables

Fields and records

- Changing the design of a table
- Finding and editing records
- Organizing records

Data entry rules

- Setting field properties
- Working with input masks
- Setting validation rules

Basic queries

- Creating and using queries
- Modifying query results and queries
- Performing operations in queries

Using forms

- Creating forms
- Using Design view
- Sorting and filtering records

Working with reports

- Reports
- Modifying and printing reports