

## Access 2007: Basic

**2 days**

### Description

This ILT Series course covers the basic functions and features of Access 2007. 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.

Designated as Approved Courseware for the Microsoft Certified Application Specialist program, this course will help students prepare for the Access 2007 exam (77-605). For comprehensive certification training, students should complete Access 2007: Basic, Intermediate, and Advanced.

### Prerequisites

- *Windows XP: Basic or Windows Vista: Basic*
- *Previous experience with Excel is recommended*

### Course Outline

#### **Unit 1: Getting started**

Topic A: Database concepts  
Topic B: Exploring the Access environment  
Topic C: Getting help

#### **Unit 7: Working with reports**

Topic A: Reports  
Topic B: Modifying and printing reports

#### **Unit 2: Databases and tables**

Topic A: Planning and designing databases  
Topic B: Exploring tables  
Topic C: Creating tables

#### **Unit 3: Fields and records**

Topic A: Changing the design of a table  
Topic B: Finding and editing records  
Topic C: Organizing records

#### **Unit 4: Data entry rules**

Topic A: Setting field properties  
Topic B: Working with input masks  
Topic C: Setting validation rules

#### **Unit 5: Basic queries**

Topic A: Creating and using queries  
Topic B: Modifying query results and queries  
Topic C: Performing operations in queries

#### **Unit 6: Using forms**

Topic A: Creating forms  
Topic B: Using Design view  
Topic C: Sorting and filtering records