



## Microsoft Office Access 2007: Level 1 (Second Edition)

### Course Specifications

Course length: 1 day, 8:30 am – 4:30 pm with an hour break for lunch

Standard rate: \$160/student, call (406) 256-5700 for group discounts and Entré Partner pricing

### Course Description

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.

**Target Student:** This course is designed for students who wish to learn the basic operations of the Microsoft Access database application to perform their day-to-day responsibilities, and to understand the advantages that using a relational database application can bring to their business processes. The Level 1 course is for the individual whose job responsibilities include designing and creating new databases, tables, and relationships; creating and maintaining records; locating records; and producing reports based on the information in the database. Individuals who want to pursue Microsoft Certified Application Specialist certification in Microsoft Office Access 2007 can also take this course.

**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

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### Certification

This course is one of a series of Element K courseware titles that addresses Microsoft Certified Application Specialist (Microsoft Business Certification) skill sets. The Microsoft Certified Application Specialist 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 Application Specialist certification.

### Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- 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 Content**

### **Lesson 1: Exploring the Microsoft® Office 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