

Course ACS0701: Microsoft Access 2007 – Basic Level

One Day, Instructor Led

Prerequisites

- Excel 2007 - Basic

Course Details

Unit 1: Getting started

- Introduction to Access 2007
- Database concepts
- Exploring the Access environment

Unit 2: Databases and tables

- Exploring tables
- Creating tables
- Modifying tables

Unit 3: Fields and records

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

Unit 4: Data entry rules

- Setting field properties
- Working with input masks

- Setting validation rules

Unit 5: Basic queries

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

Unit 6: Using forms

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

Unit 7: Working with reports

- Creating Reports
- Modifying Reports
- Printing reports

Course Inclusions:

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Note