



Microsoft® Office **Access 2007**

Courseware #: 3134

Exam 77-605

Course Description

Microsoft® Office Access 2007 teaches students how to create simple databases, create and modify database objects including tables, forms, reports and queries. You will use a variety of commands, functions, and Microsoft Office Access 2007 capabilities. It is designed for computer users who are new to database programs or who only plan to use Access occasionally.

Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for a Microsoft Office Specialist Exam #77-605.

Course Length

The Microsoft Business Certification Series can adapt to meet various course length requirements. There are two types of exercises in this book: Learn the Skill and Practice the Skill (refer to the Conventions and Graphics section to identify the different icons used for each type).

For the shortest course lengths, students can perform just the Learn the Skill exercises.

For longer course lengths, students can complete both the Learn the Skill and Practice the Skill exercises.

Instructors should refer to the Instructor Resources for this book to learn more about how the material can be adapted.

Course Prerequisites

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the *Microsoft Windows Level 1* course or have equivalent Microsoft Windows knowledge and experience.

Students who wish to become proficient using the features of *Microsoft Office Access 2007* will benefit from taking this course.

Microsoft® Office Access 2007

Course Objectives

After completing this course, you will be able to:

- ↻ identify parts of the Access screen
- ↻ define fields, data types and tables
- ↻ create a database using templates, create a blank database, open, save and close databases
- ↻ create a table using Datasheet View or Design View
- ↻ insert, delete and modify data in a table
- ↻ add, modify and remove primary key fields
- ↻ insert, modify and delete a field
- ↻ add a total row to a table
- ↻ format, rename and delete tables
- ↻ save database items in a variety of file formats
- ↻ import or export data from or to other applications
- ↻ find and replace data using exact or partial matches, case sensitive and wildcard searches
- ↻ sort and filter data
- ↻ create, save, close, or run a query using the wizard or in Design View
- ↻ create query criteria using comparison, wildcard, AND, OR operators, or calculated fields
- ↻ change queries field properties and apply aliases
- ↻ create one-to-one, one-to-many and many-to-many relationships
- ↻ use the table analyzer
- ↻ perform maintenance on databases
- ↻ identify object dependencies
- ↻ open a database exclusively or with shared access
- ↻ use the Database Documenter
- ↻ create a form using the Form tool or the Form wizard
- ↻ create a form in design or layout view
- ↻ add, move, resize, delete, formatting, space, anchor or group controls
- ↻ creating datasheet forms, multiple item forms, split forms, and PivotTable forms
- ↻ create a report using the Report Tool and Report Wizard
- ↻ modify a report in design or layout view
- ↻ print and preview forms and reports
- ↻ create mailing labels
- ↻ use input masks, validation rules, or indexed fields
- ↻ use the lookup wizard or create lookup fields manually
- ↻ work with query joins
- ↻ create parameter, unique, unmatched and duplicate select queries
- ↻ create summary, action, and sub queries
- ↻ use embedded macros in forms or reports
- ↻ create and modify charts
- ↻ create a subform or subreport using the wizard or the subform/subreport tool

Microsoft® Office Access 2007

Course Outline

About This Courseware

Courseware Description
Course Design
Course Objectives
Conventions and Graphics

Lesson 1: Introducing Access

Lesson Objectives
Overview
What is a Database?
Looking at the Screen
Planning a Database
Creating a Database Using a Template
Moving Around a Database
Creating a Blank Database
Organizing Files
Lesson Summary
Review Questions

Lesson 2: Creating and Modifying Tables

Lesson Objectives
Creating Tables using Datasheet View
Moving Around a Table
Inserting, Deleting and Modifying Data in a Table
Creating Tables using Table Templates
Creating Tables Based on Existing Tables
Creating a Table in Design View
Modifying Data Types
Modifying Field Properties
Adding and Removing Primary Keys
Adding and Removing Multiple Primary Keys
Lesson Summary
Review Questions

Lesson 3: Manipulating a Table

Lesson Objectives
Restructuring Tables
Formatting Tables
Modifying Tables
Printing and Distributing Tables
Lesson Summary
Review Questions

Lesson 4: Data Manipulations

Lesson Objectives
Inserting and Deleting Records
Importing and Exporting Data
Finding and Replacing Data
Lesson Summary
Review Questions

Lesson 5: Sorting and Filtering

Lesson Objectives
Sorting Records
Filtering Records
Lesson Summary
Review Questions

Lesson 6: Select Queries

Lesson Objectives
What is a Query?
Creating a Query using the Wizard
Creating a Query in Design View
Saving, Closing and Running Queries
Adjusting Queries
Sorting Fields
Showing and Hiding Fields
Applying Criteria
Using Wildcard Characters
Functions and Calculated Fields
Changing Field Properties
Working with Aliases
Filtering Query Data
Lesson Summary
Review Questions

Lesson 7: Relating Multiple Tables

Lesson Objectives
Establishing Table Relationships
Enforced Referential Integrity
Print Relationships
Using the Table Analyzer
Lesson Summary
Review Questions

Lesson 8: Maintaining Databases

Lesson Objectives
Database Maintenance
Opening Databases
Modify Database Options
Modifying Database Properties
Using the Database Documenter
Saving a Database to a Previous Version
Saving a Database with a Password
Splitting Databases
Lesson Summary
Review Questions

Lesson 9: Working with Forms

Lesson Objectives
What is a Form?
Creating a Form
Using Forms
Creating and Modifying a Form in Layout View
Creating and Modifying a Form in Design View
Creating Datasheet Forms
Creating Multiple Item Forms
Creating Split Forms
Creating PivotTable Forms
Lesson Summary
Review Questions

Lesson 10: Working with Reports

Lesson Objectives
What is a Report?
Creating a Report using the Report Tool
Creating a Report using the Report Wizard
Creating and Modifying Reports in Layout View

Creating and Modifying Reports in Design View

Print Preview and Print Reports
Exporting as PDF or XPS Format
Creating Mailing Labels
Lesson Summary
Review Questions

Lesson 11: Advanced Table Design

Lesson Objectives
Lesson 11 Buttons
Advanced Field Properties
Using Lookup Fields
Linking Tables
Lesson Summary
Review Questions

Lesson 12: Advanced Queries

Lesson Objectives
Select Queries from Multiple Tables
Adding and Removing Tables from Queries
Inner and Outer Joins
Specialized Select Queries
Summary Queries
Action Queries
Create Sub-Queries
Queries from Filters
Lesson Summary
Review Questions

Lesson 13: Advanced Forms and Reports

Lesson Objectives
Features of Forms and Reports
Lesson Summary
Review Questions

Lesson 14: Customizing Forms and Reports

Lesson Objectives
Lesson 14 Buttons
Working with Properties
Using Unbound and Bound Controls
Applying Images
Using List Boxes and Combo Boxes
Using Check Boxes
Using Option Groups
Lesson Summary
Review Questions

Lesson 15: Using Subforms and Subreports

Lesson Objectives
Creating Subforms and Subreports
Exporting to HTML
Lesson Summary
Review Questions

Appendices

Appendix A: A Quick Review of the Basics
Appendix B: Apply the Skill Exercises
Appendix C: Answers to Review Questions
Appendix D: Courseware Mapping
Appendix E: Glossary of Terms
Appendix F: Index