



Approved Courseware

# Microsoft® Office **Access 2007**

Exam 77-605

## **Course Description**

*Microsoft® Office Access 2007* teaches the new information worker how to work with worksheets and workbooks to analyze data using a variety of features to create, modify and format common business reports such as budgets, inventory reports, invoices, and charts. This course is designed for those who require the skills necessary to use a spreadsheet program on a daily basis to manage and audit numerical reports.

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

## **Course Length/Cost**

This program is delivered over duration of 15 contact hours or five, three hour sessions. The cost of this program is TTD \$1050.

## **Course Prerequisites**

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse.

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