

**Course Outline:** Access 2007: Basic

**Learning Method:** Instructor-led Classroom Learning

**Duration:** 8 hrs

**Overview:**

This ILT Series course, rated 4.9/5.0 in overall quality by ProCert Labs, covers the basic functions and features of Access 2007.

**Who should attend:**

This course targets individuals interested in learning the features of Microsoft Access 2007 and individuals pursuing the Microsoft Access 2007 Expert certification .

**At course completion:**

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.

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**Outline:**

**Unit 1: Getting started**

**Topic A:** Database concepts

**Topic B:** Exploring the Access environment

**Topic C:** Getting help

**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

**Unit 7: Working with reports**

**Topic A:** Reports

**Topic B:** Modifying and printing reports

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