

Course Syllabus: Microsoft Access 2007 Introduction

Access 2007 Fundamentals

Introduction to Databases
Starting Access 2007
The Getting Started Page and Opening a Database
What's New in Access 2007
Understanding the Access Program Screen
Understanding the Ribbon
Using the Office Button and Quick Access Toolbar
Using Keyboard Commands
Using Contextual Menus
Using Help

Database Basics

Working with Database Objects
Tour of a Table
Adding, Editing and Deleting Records
Tour of a Form
Tour of a Query
Tour of a Report
Previewing and Printing a Database Object
Selecting Data
Cutting, Copying and Pasting Data
Using Undo and Redo
Checking Your Spelling
Using the Zoom Box
Exiting Access 2007

Creating and Working with a Database

Planning a Database
Creating a New Database
Creating a Table
Modifying a Table
Creating a Query
Sorting a Query
Using AND and OR Operators in a Query
Creating a Form with the Form Wizard
Creating a Report with the Report Wizard
Creating Mailing Labels with the Label Wizard
Converting an Access Database

Finding, Filtering, and Formatting Data

Finding and Replacing Data
Sorting Records
Using Common Filters
Filtering by Selection
Filtering by Form
Creating an Advanced Filter
Adjusting and Rearranging Rows and Columns
Changing Gridline and Cell Effects
Changing the Datasheet Font
Freezing a Column
Hiding a Column