

Course Description: Most organizations maintain and manage large amounts of information. One of the most efficient and powerful ways of managing data is by using relational databases. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will examine the basic database concepts, and create and modify databases and their various objects using the Microsoft® Office Access™ 2007 relational database application.

Who Should Attend: This course is designed for students who wish to learn the basic operations of the Microsoft Access database application to perform their day-to-day responsibilities, and to understand the advantages that using a relational database application can bring to their business processes. The Level 1 course is for the individual whose job responsibilities include designing and creating new databases, tables, and relationships; creating and maintaining records; locating records; and producing reports based on the information in the database.

Prerequisites: Students should have completed the following courses or possess equivalent knowledge before starting this course: Windows 2000: Introduction, Windows XP: Introduction, Windows XP: Level , and Windows XP: Level 2.

Benefits of Attendance: Upon completion of this course, students will be able to:

- Examine the basic database concepts and environment.
- Explore the Microsoft Office Access 2007 environment.
- Design a simple database.
- Build a new database with related tables.
- Manage data in a table.

Course Outline:

Exploring the Microsoft® Office Access™ 2007 Environment

Examine Database Concepts
Explore the User Interface
Use an Existing Access Database
Customize the Access Environment
Obtain Help

Designing a Database

Describe the Relational Database Design Process
Define Database Purpose
Review Existing Data
Determine Fields
Group Fields into Tables
Normalize Data
Designate Primary and Foreign Keys
Determine Table Relationships

Building a Database

Create a New Database
Create a Table
Manage Tables
Create a Table Relationship
Save a Database as a Previous Version

Managing Data in a Table

Modify Table Data
Sort Records
Work with Subdatasheets

Querying a Database

Filter Records
Create a Query
Add Criteria to a Query
Add a Calculated Field to a Query
Perform Calculations on a Record Grouping

Designing Forms

View Data Using an Access Form
Create a Form
Modify the Design of a Form

Generating Reports

View an Access Report
Create a Report
Add a Custom Calculated Field to a Report
Format the Controls in a Report
Apply an AutoFormat Style to a Report
Prepare a Report for Print