

Course Description: You have worked with Microsoft® Office Access 2003 (or earlier), and you now need to be aware of the additional features in the latest release of the software for improving the management, presentation, and distribution of your databases. In this course, you will be introduced to the new features available in Microsoft® Office Access 2007.

Who Should Attend: This course is designed for experienced Access users who have worked with earlier versions of Microsoft Access, ideally Microsoft Access 2003, and who have upgraded to Microsoft Access 2007.

Prerequisites: Students enrolling in this course should understand how to use some version of Access, preferably 2003 or XP, and have some familiarity with the Internet. This course covers the commonly used new features for a typical user.

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

- Explore the Microsoft Office Access 2007 interface.
- Work with tables and forms.
- Create queries and reports using the enhanced features of Access 2007.
- Work with external data.

Course Outline:

Exploring the Access Environment

Explore the User Interface
Work with the Ribbon
Work with Contextual Tabs
Customize the Access Environment

Creating Tables and Forms

Create a Table
Create a Form
Design a Form Layout

Creating Queries and Reports

Query a Database
Generate Reports
Format a Report

Working with External Data

Import Data
Export Data

Appendix A: New Features in Microsoft Office Access 2007