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Course 50135A: Learn Microsoft Office Access 2007 Step by Step, Level 1

Length – 1 day

Prerequisites

Before attending this course, students must have:

- Basic computer knowledge.
- Basic file-management skills.

At Course Completion

After completing this course, students will know how a relational database works and how to create the basic components of a database. They will know how to get information into the database and how to get useful information out. They will also know how to import existing data into a database, and export data from a database to another file. Specifically, they will be able to:

- Work in Access 2007.
- Understand database concepts.
- Open an existing database.
- Explore tables, queries, forms, and reports.
- Preview and print Access objects.
- Create a database from a template.
- Create a database and a table manually.
- Create a table from a template.
- Manipulate table columns and rows.
- Create a form by using the Form tool.
- Refine form properties.
- Change the arrangement of a form.
- Collect data through e-mail.
- Sort information in a table.
- Filter information in a table.
- Filter information by using a form.
- Import information from another Access database.
- Import information from an Excel worksheet.
- Import or link to a SharePoint list.
- Import information from a text file, an XML file, an HTML file, an Outlook folder, and a dBASE file.
- Export information to another Access database.
- Export information to Excel and Word.
- Export information to a SharePoint list, a text file, an XML file, or an HTML file.
- Copy information to other Office programs.



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Course Outline

Module 1: Introduction to Access 2007

This module discusses the new Access interface and explores various database components, including tables, queries, forms, and reports.

Lessons

- Working in Access 2007
- Understanding Database Concepts
- Opening an Existing Database
- Exploring Tables
- Exploring Queries
- Exploring Forms
- Exploring Reports
- Exploring Other Access Objects
- Previewing and Printing Access Objects
- Key Points

Lab : Introduction to Access 2007

- Explore the user interface.
- Open, explore, and close a database.
- Explore tables.
- Explore queries.
- Explore forms.
- Preview a report.
- Preview a table and a form.

After completing this module, students will be able to:

- Work in the Access environment.
- Describe how a database works.
- Open and move around in a database.
- Open and move around in tables, queries, forms, reports, and other Access objects.
- Preview and print Access objects such as tables and forms.

Module 2: Databases and Tables

This module explains how to create databases and tables, either manually or from templates. It also explains how to change table columns and rows.



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Lessons

- Creating a Database from a Template
- Creating a Database and a Table Manually
- Creating a Table from a Template
- Manipulating Table Columns and Rows
- Key Points

Lab : Databases and Tables

- Use a template as the basis for a database.
- Create a table in a blank database, and then add records.
- Use a template as the basis for a table.
- Change table formatting.

After completing this module, students will be able to:

- Create databases in various ways.
- Add tables to a database.
- Change the formatting of a table.

Module 3: Simple Data Entry

This module explains how to work with forms to input data, including creating a form by using the Form tool and changing its properties and layout. It also explains how to use a form to input data by means of e-mail surveys.

Lessons

- Creating a Form by Using the Form Tool
- Refining Form Properties
- Changing the Arrangement of a Form
- Collecting Data Through E-Mail
- Key Points

Lab : Simple Data Entry

- Create a form that uses all the fields in a table.
- Change a form's properties.
- Move labels and controls on a form.

After completing this module, students will be able to:

- Use the Form tool to create a form based on a table.
- Change the form's properties
- Change the form's layout.



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Module 4: Data Display

This module explains how to display information in useful ways, by sorting and filtering tables, and by filtering information in forms.

Lessons

- Sorting Information in a Table
- Filtering Information in a Table
- Filtering Information by Using a Form
- Key Points

Lab : Data Display

- Sort a table based on one field and then multiple fields.
- Filter a table based on one filter and then multiple filters.
- Find a record by filtering a form.

After completing this module, students will be able to:

- Find information by sorting and filtering in tables.
- Display information by filtering forms.

Module 5: Data Import Procedures

This module explains how to populate the tables of a database by importing existing information from other sources.

Lessons

- Importing Information from Another Access Database
- Importing Information from an Excel Worksheet
- Importing or Linking to a SharePoint List
- Importing Information from a Text File
- Importing Information from an XML File
- Importing Information from an HTML File
- Importing Information from an Outlook Folder
- Importing Information from a dBASE File
- Key Points

Lab : Data Import Procedures

- Import Access tables.
- Populate a table with data from an Excel worksheet.
- Populate a table with data from a comma-delimited text file.
- Create tables from two types of XML files.
- Populate a table with data from an HTML file.



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- Create a table with data from an Outlook Contacts folder.
- Populate a table with data from a dBASE database.

After completing this module, students will be able to:

- Avoid having to rekey data that exists in other file formats by importing the data into Access.

Module 6: Data Export Procedures

This module explains how to use information that exists in an Access database in other programs.

Lessons

- Exporting Information to Another Access Database
- Exporting Information to Excel
- Exporting Information to a SharePoint List
- Exporting Information to Word
- Exporting Information to a Text File
- Exporting Information to an XML File
- Exporting Information to an HTML File
- Copying Information to Other Office Programs
- Key Points

Lab : Data Export Procedures

- Export a table as a new Access database.
- Export a table as a new Excel workbook.
- Export a form as an RTF document.
- Export a table as both formatted and unformatted text files.
- Export a table as an XML file.
- Export a report as linked HTML files.
- Copy Access data to Excel and Word.