

Access 2007

Database Fundamentals

Course Outline

Session	Content	Session	Content
1	Introducing Access Databases <ul style="list-style-type: none"> • The Database Window Database Objects The Task Pane Use Help • Use a Database Table Find, Filter, Sort Add & Delete Records • Compact and Repair a Database • Back up a Database File • Print Database Objects 	5	Creating Forms <ul style="list-style-type: none"> • Use a Form Wizard • Create a form in design view • Change views • Use the Controls Toolbox • Modify Properties • Use Undo and Redo • Move & Resize Controls • Enter Records using a form
2	Creating Tables <ul style="list-style-type: none"> • Create a new Database • Create a Tables Field Names Data Types Field Properties Primary Key Fields • Modify a table using design view • Examine Relationships • Use Subdatasheets 	6	Creating Forms Continued <ul style="list-style-type: none"> • Use form Sections • Simple Combo boxes • Insert pictures • Command buttons • Hyperlinks • Extension: Calculated Controls
3	Creating Queries <ul style="list-style-type: none"> • Create and Save a Select Query • Using Simple Selection Criteria • Sort Fields in a Query • Use Wildcards in Criteria 	7	PivotTable & PivotChart View <ul style="list-style-type: none"> • Add and remove fields • Show and hide detail • Use a simple filter • Format PivotCharts • Change PivotChart type • Pivot axes on a PivotChart
4	Creating Queries Continued <ul style="list-style-type: none"> • Create Group By Queries • Create Calculated Fields • Parameter Queries 	8	Reports & Importing Data <ul style="list-style-type: none"> • Use a Report Wizard • Manipulate Report Controls • Report Sections and Grouping • Calculated Controls • Importing Data • Using the Clipboard Task Pane Copy Data

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