

# Access 2007

## 1 Day Introduction

### Course Outline

Session	Content
<b>1</b>	<b>Introducing Access 2007</b> Overview <ul style="list-style-type: none"> <li>• Database Basics</li> <li>• Using Access 2007</li> <li>• locate and open an existing database</li> <li>• Working from the database window</li> <li>• Understand the Navigation Pane</li> <li>• Object tabs</li> <li>• Getting to know the Access objects</li> <li>• Help in Access 2007</li> <li>• Using Tables</li> <li>• Inserting and deleting records</li> <li>• Find a record in a table</li> <li>• Sort records in a table</li> <li>• Apply and remove filters (filter by form and filter by selection) in a table</li> <li>• Use help and the 'ask a question' box</li> <li>• Print database objects (tables, forms, reports, queries)</li> <li>• Using and modifying the Quick Access toolbar</li> </ul>
<b>2</b>	<b>Creating Tables</b> <ul style="list-style-type: none"> <li>• Create a new Database</li> <li>• Create a Tables               <ul style="list-style-type: none"> <li>Field Names</li> <li>Data Types</li> <li>Field Properties</li> <li>Primary Key Fields</li> </ul> </li> <li>• Modify a table using design view</li> <li>• Examine Relationships</li> <li>• Use Subdatasheets</li> </ul>
<b>3</b>	<b>Creating Queries</b> <ul style="list-style-type: none"> <li>• Create and Save a Select Query</li> <li>• Using Simple Selection Criteria</li> <li>• Sort Fields in a Query</li> <li>• Use Wildcards in Criteria</li> </ul>
<b>4</b>	<b>Creating Queries Continued</b> <ul style="list-style-type: none"> <li>• Create Group by Queries</li> <li>• Create Calculated Fields</li> <li>• Create Parameter Queries</li> </ul>

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