



Microsoft Access 2007 Basics Course Outline

Section 1 - Access Basics

- Database Terms
- Starting Access
- What's New in Access 2007
- Access Options
- Quick Access Toolbar
- Opening Tables
- Home Tab Views
- Records
- Closing Tables
- Getting Help
- Extra Features
- Exiting Access

Section 2 - Designing Databases

- Database Design
- Objects
- Designing Tables
- Defining Fields
- Saving Tables
- Primary Key
- Adding Data
- Modifying the Design
- Form
- Navigation Pane
- Modifying the Form Design
- Closing the Form

Section 3 - Editing Tables

- Datasheet Edits
- Adding and Deleting Records
- Adding and Deleting Fields
- Changing Display Options

Section 4 - Sorting Tables

- Sort Commands
- Ascending and Descending Order
- Multiple Field Sorts
- Filters
- Toggle Filter
- Filter by Form

Section 5 - Customizing Tables

- Required Field
- Default Value
- Defining Rules
- Formats

Section 6 - Queries and Reports

- Select a Query
- Run a Query
- Update a Query
- Or Query
- And Query
- Is Null
- Reports
- Mail Labels
- Report Design and Layout
- Sort and Group

Appendix - Introduction to Linking