



## **Microsoft® Office Access™ 2007: Level 1**

**Course Objective:** You will create and modify new databases and their various objects.

### **Performance-Based Objectives**

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

- Examine the basic database concepts and explore the Microsoft Office Access 2007 environment.
- Design a simple database.
- Build a new database with related tables.
- Manage data in a table.
- Query a database using different methods.
- Design forms.
- Generate reports.

### **Course Content**

#### **Lesson 1: Exploring the Microsoft® Office Access™ 2007 Environment**

Topic 1A: Examine Database Concepts

Topic 1B: Explore the User Interface

Topic 1C: Use an Existing Access Database

Topic 1D: Customize the Access Environment

Topic 1E: Obtain Help

#### **Lesson 2: Designing a Database**

Topic 2A: Describe the Relational Database Design Process

Topic 2B: Define Database Purpose

Topic 2C: Review Existing Data

Topic 2D: Determine Fields

Topic 2E: Group Fields into Tables

Topic 2F: Normalize Data

Topic 2G: Designate Primary and Foreign Keys

Topic 2H: Determine Table Relationships

#### **Lesson 3: Building a Database**

Topic 3A: Create a New Database

Topic 3B: Create a Table

Topic 3C: Manage Tables

Topic 3D: Create a Table Relationship

Topic 3E: Save a Database as a Previous Version

#### **Lesson 4: Managing Data in a Table**

Topic 4A: Modify Table Data

Topic 4B: Sort Records

Topic 4C: Work with Subdatasheets

**Lesson 5: Querying a Database**

Topic 5A: Filter Records

Topic 5B: Create a Query

Topic 5C: Add Criteria to a Query

Topic 5D: Add a Calculated Field to a Query

Topic 5E: Perform Calculations on a Record Grouping

**Lesson 6: Designing Forms**

Topic 6A: View Data Using an Access Form

Topic 6B: Create a Form

Topic 6C: Modify the Design of a Form

**Lesson 7: Generating Reports**

Topic 7A: View an Access Report

Topic 7B: Create a Report

Topic 7C: Add a Custom Calculated Field to a Report

Topic 7D: Format the Controls in a Report

Topic 7E: Apply an AutoFormat Style to a Report

Topic 7F: Prepare a Report for Print