

Level 1 – Essential Skills

Microsoft® Office **Access 2007**

Courseware #: 6266

Exam 77-605

Course Description

Microsoft® Office Access 2007 – Level 1 teaches students how to create simple databases, create and modify database objects including tables, forms, reports and queries. You will use a variety of commands, functions, and Microsoft Office Access 2007 capabilities. It is designed for computer users who are new to database programs or who only plan to use Access occasionally.

Students who complete this course can be on their way to preparing for a Microsoft Certified Application Specialist exam. By completing the other levels available for this application students will have reviewed all of the exam objectives.

Course Length

The Microsoft Business Certification Series can adapt to meet various course length requirements. There are two types of exercises in this book: Learn the Skill and Practice the Skill (refer to the Conventions and Graphics section to identify the different icons used for each type).

For the shortest course lengths, students can perform just the Learn the Skill exercises.

For longer course lengths, students can complete both the Learn the Skill and Practice the Skill exercises.

Instructors should refer to the Instructor Resources for this book to learn more about how the material can be adapted.

Course Prerequisites

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse.

The course assumes that students have completed the *Microsoft Windows Level 1* course or have equivalent Microsoft Windows knowledge and experience.

Students who wish to become proficient using the features of *Microsoft Office Access 2007* will benefit from taking this course.

Microsoft® Office Access 2007 – Level 1

Course Objectives

After completing this course, you will be able to:

- ↪ identify parts of the Access screen
- ↪ define fields, data types and tables
- ↪ create a database using templates, create a blank database, open, save and close databases
- ↪ create a table using Datasheet View or Design View
- ↪ insert, delete and modify data in a table
- ↪ add, modify and remove primary key fields
- ↪ insert, modify and delete a field
- ↪ add a total row to a table
- ↪ format, rename and delete tables
- ↪ save database items in a variety of file formats
- ↪ import or export data from or to other applications
- ↪ find and replace data using exact or partial matches, case sensitive and wildcard searches
- ↪ sort and filter data
- ↪ create, save, close, or run a query using the wizard or in Design View
- ↪ create query criteria using comparison, wildcard, AND, OR operators, or calculated fields
- ↪ change queries field properties and apply aliases

Course Outline

About This Courseware

Courseware Description
Course Design
Course Objectives
Conventions and Graphics

Lesson 1: Introducing Access

Lesson Objectives
Overview
Looking at the Screen
Planning a Database
Creating a Database Using a Template
Moving Around a Database
Creating a Blank Database
Organizing Files
Lesson Summary
Review Questions

Lesson 2: Creating and Modifying Tables

Lesson Objectives
Creating Tables using Datasheet View
Moving Around a Table
Inserting, Deleting and Modifying Data in a Table
Creating Tables using Table Templates
Creating Tables Based on Existing Tables
Creating a Table in Design View
Modifying Data Types
Modifying Field Properties
Adding and Removing Primary Keys
Adding and Removing Multiple Primary Keys
Lesson Summary
Review Questions

Lesson 3: Manipulating a Table

Lesson Objectives
Restructuring Tables
Formatting Tables
Modifying Tables
Printing and Distributing Tables
Lesson Summary
Review Questions

Lesson 4: Data Manipulations

Lesson Objectives
Inserting and Deleting Records
Importing and Exporting Data
Finding and Replacing Data
Lesson Summary
Review Questions

Lesson 5: Sorting and Filtering

Lesson Objectives
Sorting Records
Filtering Records
Lesson Summary
Review Questions

Lesson 6: Select Queries

Lesson Objectives
What is a Query?
Creating a Query using the Wizard
Creating a Query in Design View
Saving, Closing and Running Queries
Adjusting Queries
Sorting Fields
Showing and Hiding Fields
Applying Criteria
Using Wildcard Characters

Functions and Calculated Fields
Changing Field Properties
Working with Aliases
Filtering Query Data
Lesson Summary
Review Questions

Lesson 7: Relating Multiple Tables

Lesson Objectives
Establishing Table Relationships
Enforced Referential Integrity
Print Relationships
Using the Table Analyzer
Lesson Summary
Review Questions

Lesson 8: Maintaining Databases

Lesson Objectives
Database Maintenance
Opening Databases
Modify Database Options
Modifying Database Properties
Using the Database Documenter
Saving a Database to a Previous Version
Saving a Database with a Password
Splitting Databases
Lesson Summary
Review Questions

Appendices

Appendix A: A Quick Review of the Basics
Appendix B: Answers to Review Questions
Appendix C: Courseware Mapping
Appendix D: Glossary of Terms
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