



## Access 2007 - Introduction

### Duration

2 days

### Description

This course is designed as an introduction for those who wish to use Microsoft Access to create and modify databases and their objects.

### Prerequisites

Those attending should have a good working knowledge of Windows.

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#### Exploring the Microsoft Access 2007 Environment

Allows you to familiarise yourself with the new user interface.

#### Database Concepts

Discover what are databases, tables, records and fields.

#### Designing a Database

Looks at how you would structure your data and key concepts such as normalization.

#### Creating a Database

Create your first database.

#### Tables & Fields

Designing, creating, and modifying tables and the fields within them. Along with adding, deleting and editing the records within the table.

#### Relationships

Creating multiple tables and the relationships between them.

#### Queries

What is a query and how to create them to extract data from your tables.

#### Forms

The creation and use of forms in Access to allow the end user to work with the data in your tables.

#### Reports

Create and format reports based on data within the database.

#### Sharing Data

Importing and exporting data to and from Access.

#### Other

This covers questions that delegates may have and such things as sorting, filtering and printing issues.