

ACCESS 2007 Beginner level

OBJECTIVES

At the end of this course, the participant will be able to manipulate databases and create tables.

They will start with Access 2007, and learn creating, modifying, and manipulating a table, modifying and organizing a database, field properties, finding and sorting records, printing data, relationships between tables, transferring between Excel and Access 2007, simple queries, modifying query results, table parser Wizard, forms, reports, additional options, and online help.

TARGETED CLIENTELE

Public

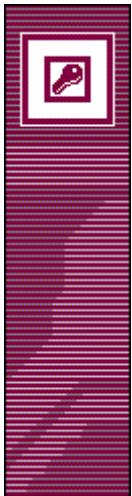
PREREQUISITES

Knowledge of Windows

COURSE SYLLABUS

1. Windows Basics

- Terminology
- Mouse and keyboard
 - Mouse
 - Terms used with the mouse
 - Keyboard
- Menus
- Windows
- Dialog boxes
- Guided tour of Windows



- Setting up Windows
 - Windows regional parameters
 - English Canada keyboard
 - Screen resolution
- Learning files

2. Environment Access 2007

- Access software 2007
- Database
- Launch Access
- Creating a database
- Closing a database
- Opening a database
- Access 2007 Window
 - Office button
 - Quick Access toolbar
 - Title bar
 - Ribbon
 - ToolTip
 - Object window
 - Application status bar
- Tapping the Ribbon buttons
 - Show/hide Ribbon
 - Activate a button
 - Group dialog box
- Customizing the Quick Access toolbar
 - Add a button
 - Delete a button
- Keyboard shortcuts
- Help in access
 - Go to the table of contents
 - Use the Help toolbar
- Navigation pane
 - Hide/show navigation pane
 - Resize the navigation pane
 - Hide/show search pane
 - Set the display type of the navigation pane
- Navigation pane objects
 - Find an object
 - Group objects

- Hide/show objects in a collection
- Open an object from the navigation pane
- Rename/recopy/delete an object
- Database management
 - Compact the database
 - Make a backup copy
- Exit Access

3. Tables

- Principles for creating a table
- Creating a table in Datasheet view
 - Rename fields
 - Save table
- Data type and formatting
 - Select a data type
 - Correct the contents of a "hyperlink" field
 - Enter a data in an "OLE object" field
 - View the contents of a "memo" field
 - Insert/delete a field
 - Enter a data in an "attachment" field
 - Add a field using templates
 - Move a field
- Display modes
- Creating a table using templates
- Creating a table in Design view
 - Insert fields into a structure
 - Delete a field in a structure
 - Delete multiple fields in a structure
 - Move a field in a structure
 - Rename a field

4. Field properties

- Field properties
- Field size properties
 - Change the size of a "text" field
 - Change the size of a "numeric" type field
- "Format" properties
 - Assign a format to a "date/time" field
 - Show or not the calendar for a "date/time" field
 - Assign a format to a "digital" or "numeric" field
 - Change the number of decimal places
 - Assign a format to a "text" field

- Input mask properties
 - Set an input mask
 - Edit an input mask
 - Create an input mask
- Caption property
- Property "default value"
- "Valid if" and "message if error" properties
 - Define a validation rule by typing it
 - Define a validation rule using the expression builder
- "Null forbidden" property
- "Empty string allowed" property
- Index property
 - Indexing a field
 - View index list
 - Undo an index
 - Create a multifield Index
 - Delete an index
- "Align text" property
- "Text format" property
- Modifying properties
 - Change a property
- List of choices
 - Create a lookup list from user-entered values
 - Create a lookup list from values contained in another table
 - Create a search column in Design view
 - Edit a list of choices
 - Restrict entry to the list of choices
 - Allow or prevent changes to the list
 - Disable a list of choices
 - Delete a list of choices

5. Datasheet

- Data selection
 - Select characters inside a field
 - Select the contents of a field
 - Select the contents of multiple consecutive fields
 - Select a record
 - Select multiple consecutive records
 - Select all records
 - Select a field
 - Select multiple consecutive fields

- Moving the cursor
- Data editing
- Adding/deleting records
 - Add a record
 - Delete one or more records
- Formatting the datasheet
 - Change font, size, and character style
 - Align data horizontally
 - Change gridlines
 - Apply other formatting options
 - Change the height of the lines
 - Change the height of the lines using the mouse
 - Change the width of one or more columns
 - Change the width of a column using the mouse
- Hiding columns
 - Hide a column
 - Show hidden columns
- Freeze columns
 - Freeze one or more columns
 - Free columns
- Search and replace
 - Search for a data
 - Replace a data
- Total line
- Language tools
 - Automatically correct data
 - Add words to the list of corrections
 - Check spelling
- Print
 - Enable preview before printing
 - Select print options
- Layout
 - Change paper size
 - Change orientation
 - Change margins
 - Disable header/footer printing

6. Sorting and Filtering

- Sort
 - Sort using a field
 - Erase sorting
 - Sort using multiple fields
- Filter
 - Filter by selection
 - Remove filter
 - Filter by selection inside a field
 - Filter by selection with multiple criteria
 - Filter by form
 - Filter by form with multiple criteria
 - Create an advanced filter/sort
 - Delete a column from the polling grid
 - Delete a line from the polling grid
 - Insert a field between two fields in the polling grid
 - Close the polling grid

7. Relationships

- Primary key
 - Set the primary key
 - Delete primary key
- Relationship between tables
 - Create a relationship
 - Create other relationships
 - Delete a relationship
 - Hide the table in the "relationships" window
 - Show relationships between Tables
 - Open the "relationships" window in Datasheet view
- Data sub-Datasheet
 - Access the Subdatasheet
- Referential integrity
 - Enforce referential integrity
 - Override referential integrity
- Print a relationship report