

ACCES001: Microsoft Access 2007 Level 1

Course Length: 1 day

Instructional Methodology: Instructor-led computer lab with hands-on exercises

Course Description: This course provides fundamental skills in creating databases and tables, working with table data and field properties, and using filters and queries. It also covers working with data entry rules, Forms, and Reports.

Course Outline

Getting Started

- Database concepts
- Exploring the Access environment
- Getting help

Databases and Tables

- Planning and designing databases
- Exploring tables
- Creating tables

Fields and Records

- Changing the design of a table
- Finding and editing records
- Organizing records

Data Entry Rules

- Setting field properties
- Working with input masks
- Setting validation rules

Basic Queries

- Creating and using queries
- Modifying queries and query results
- Performing operations in queries

Using Forms

- Creating forms
- Using design view
- Sorting and filtering records

Working with Reports

- Reports
- Modifying and printing reports

To register call 621-7724

Or register online at www.outreachcollege.arizona.edu/comped