



## INTRODUCTION TO ACCESS 2007

### COURSE DURATION: 1 DAY

This is an essential course for anyone who needs to get up to speed with databases in just a day. Create databases from scratch, open existing ones to edit, query or redesign

### PRE-REQUISITES

No previous Access experience is required but some knowledge of the operating system, plus basic mouse and keyboarding skills is essential.

### COURSE OUTLINE

#### Getting started

- Database concepts
- Exploring the Access environment
- Getting help
- Closing a database and Access

#### Databases and tables

- Planning and designing databases
- Exploring tables
- Creating tables

#### Fields and records

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

#### Data validation

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

#### Querying a database

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

#### Data forms

- Creating forms
- Using the Form Wizard
- Using Design view
- Finding, sorting, and filtering records

#### Working with reports

- Creating reports
- Modifying and printing reports

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## CREATIVITY AND EFFICIENCY

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