

Microsoft Access 2007 Introduction

Getting Started

- Open An Existing Database
- Open / Close Shutter Bar
- Use The Navigation Bar
- Open An Existing Table
- Use The Record Selector
- Add A New Record
- Change Column Widths
- Amend Data / Undo
- Delete A Record
- Navigate Using The Keyboard
- Open More Than One Table
- Use Switch Windows Tool
- Close A Table / Database

Working With Data

- Copy And Paste Data
- Find and Replace
- Hide / Unhide Columns
- Freeze / Unfreeze Columns
- Sort Data Ascending / Descending
- Apply A Basic Filter
- Filter By Selection

Changing Table Design

- Use The Design View
- Change The Order Of Fields
- Insert / Delete A Field
- Change Field Size
- Use Default Values

Create New Tables

- Create A New Database
- Data Types (Text, Memo, Number, Date/Time, Currency, AutoNumber, Yes/No)
- Use The Lookup Wizard
- Change Lookup Values
- Create A Primary Key
- Create A New Table

Table Relationships

- Open Related Tables
- View / Delete / Create A Relationship
- Enforce Referential Integrity

Working With Forms

- Open An Existing Form
- Use The Record Selector
- Use A Form To Delete A Record
- Sort Data / Apply A Basic Filter
- Filter Data By Selection
- Create A Form / Use Form Wizard
- Use The Design View
- Change Basic Formatting

Working With Queries

- Open An Existing Query
- Use The Design View
- Sorting / Sort By More Than 1 Field
- Move Fields
- Use Criteria – Specific Text
- Use Criteria – Wild Cards
- Use Criteria – Numeric
- Hide Fields
- Run A Query
- Create A Query Based On One Table
- Create A Query Based On Two Tables
- Copy / Rename / Delete A Query

Create Basic Reports

- Open An Existing Report
- Use The Design View
- Change Basic Formatting
- Create A Report Based On One Table
- Create A Report Based On A Query
- Copy / Rename / Delete A Report

Export / Import

- Export A Table / Query To Excel
- Export A Table / Query To Word
- Export A Table / Query As A PDF
- Import Data From Excel
- Copy A Table Between Databases