

# AVP Training

## Computer Software Training & Consulting

### Access 2007 Introduction (Level 1)

#### General Description

Design a relational lookup database complete with tables, queries, reports and forms

#### Learning Outcomes

Understand the Access 2007 screen components and navigate a database window

Scope a new database and design table structures with suitable data types

Create a relational database containing lookup and transaction tables

Restructure tables and modify field properties

Type records in a table, add records via a form and import records from Microsoft Excel

Add transactional records using a form and work with subdatasheets

Navigate tables, edit records, search for records and compact a database

Sort and filter records on one or several fields

Create and manage basic queries with selection criteria

Produce basic reports, use the Report Wizard and print a report

Create basic and split forms, use the Form Wizard and manage records via a form

#### Duration

One day (Half day customised (selected topics) option available)

#### Prerequisite

Basic understanding of Microsoft Windows

<b>Course Topics</b>  Access 2007 Introduction (Level 1)	Access 2007 Orientation
	Designing a Lookup Database
	Creating a Lookup Database
	Modifying Table Structures
	Adding Records to a Table
	Adding Transactional Records
	Managing Records
	Sorting and Filtering Records
	Creating Queries
	Creating and Using Reports
	Creating and Using Forms

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