

Access 2007: Basic

Prerequisites: *Microsoft Windows XP: Basic* or equivalent experience

Unit 1: Getting started

Organizing Data
Database Object
Help

Unit 2: Databases and tables

Planning and designing databases
Exploring tables
Creating tables

Unit 3: Fields and records

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

Unit 4: Data entry rules

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

Unit 5: Basic queries

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

Unit 6: Using forms

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

Unit 7: Working with reports

Reports
Modifying and printing reports