

# Access Level 1

## **THE FUNDAMENTALS**

- Introduction to Databases
- Starting Access 2007
- The Getting Started Page and Opening a Database
- What's New in Access 2007
- Understanding the Access Program Screen
- Understanding the Ribbon
- Using the Office Button and Quick Access Toolbar
- Using Keyboard Commands
- Using Contextual Menus
- Using Help

## **DATABASE BASICS**

- Working with Database Objects
- Tour of a Table
- Adding, Editing and Deleting Records
- Tour of a Form
- Tour of a Query
- Tour of a Report
- Previewing and Printing a Database Object
- Selecting Data
- Cutting, Copying and Pasting Data
- Using Undo and Redo
- Checking Your Spelling
- Using the Zoom Box
- Exiting Access 2007

## **CREATING AND WORKING WITH A DATABASE**

- Planning a Database
- Creating a New Database
- Creating a Table
- Modifying a Table
- Creating a Query
- Sorting a Query
- Using AND and OR Operators in a Query
- Creating a Form with the Form Wizard
- Creating a Report with the Report Wizard

- Creating Mailing Labels with the Label Wizard
- Converting an Access Database

## **FINDING, FILTERING, AND FORMATTING DATA**

- Finding and Replacing Data
- Sorting Records
- Using Common Filters
- Filtering by Selection
- Filtering by Form
- Creating an Advanced Filter
- Adjusting and Rearranging Rows and Columns
- Changing Gridline and Cell Effects
- Changing the Datasheet Font
- Freezing a Column
- Hiding a Column

## **WORKING WITH TABLES AND FIELDS**

- Understanding Field Properties
- Indexing a Field
- Adding a Primary Key to a Table
- Inserting, Deleting, and Reordering Fields
- Adding Field Descriptions and Captions
- Changing the Field Size
- Formatting Number, Currency, and Date/Time Fields
- Formatting Number, Currency, and Date/Time Fields by Hand
- Formatting Text Fields
- Setting a Default Value
- Requiring Data Entry
- Validating Data
- Creating an Input Mask
- Creating a Lookup Field
- Creating a Value List
- Modifying a Lookup List

# Access Level 2

## **CREATING RELATIONAL DATABASES**

- Understanding Table Relationships
- Creating Relationships Between Tables
- Enforcing Referential Integrity
- Printing and Deleting Relationships
- Understanding Relationship Types

## **WORKING WITH QUERIES**

- Understanding Different Types of Queries
- Creating a Multiple Table Query
- Creating a Calculated Field
- Working with Expressions and the Expression Builder
- Using an IIf Function
- Summarizing Groups of Records
- Display Top or Bottom Values
- Parameter Queries
- Finding Duplicate Records
- Finding Unmatched Records
- Crosstab Queries
- Delete Queries
- Append Queries
- Make-Table Queries
- Update Queries

## **WORKING WITH FORMS**

- Creating and Using a Form
- Understanding Form Views
- Modifying a Form in Layout View
- Form Design View Basics
- Changing Tab Order
- Working with Control Properties
- Control Property Reference
- Working with Form Properties
- Form Property Reference
- Changing a Control's Data Source
- Creating a Calculated Control
- Changing a Control's Default Value
- Creating a Subform
- Modifying and Working with Subforms

## **WORKING WITH REPORTS**

- Creating a Report
- Working in Layout View
- Adding a Logo
- Working in Design View
- Adjusting Page Margins and Orientation
- Adding Page Numbers and Dates
- Grouping and Sorting
- Summarize Data using Totals
- Understanding Report Sections

## **FORMATTING FORMS AND REPORTS**

- Applying Special Effects
- Using Conditional Formatting
- Adding Pictures, Lines and Gridlines

## **WORKING WITH MACROS**

- Creating and Running a Macro
- Editing a Macro
- Working with Macro Groups
- Assigning a Macro to an Event
- Creating Conditional Expressions
- Assigning a Macro to a Keystroke Shortcut
- Macro Action Reference

## **ADVANCED TOPICS**

- Importing Information
- Exporting Information
- Linking Information from an External Source
- Using Hyperlink Fields
- Displaying Database Object Dependencies
- Setting a Password in Access
- Compacting and Repairing a Database
- Working with Number Formatting
- Using AutoFormat