Access 2007 training courses - A roadmap to Access 2007 training

1. Get familiar with Access

Choose between Access and Excel

When to use Access and when to use Excel. This course helps you answer that essential question so you don't set off in the wrong direction.

Get to know Access 2007

Access basics, how to download and use templates, how to create and use forms and reports.

Up to speed with Access 2007

-or-

Demo: Up to speed with Access 2007

Brief lessons in the Ribbon, Quick Access toolbar, and Microsoft Office Button, plus working with file formats.

Take charge of your database with the Navigation Pane

-or-

Demo: Meet the Navigation Pane

How to use the Navigation Pane, the essential tool for using and managing your databases.

2. Build your first database

Design tables for a new Access 2007 database

Step 1 in the process of creating a new database — how to plan the tables that store your data.

Create tables for a new Access 2007 database

Step 2 in the process — how to build the tables and set the data types for the fields in each table.

Build relationships for a new Access 2007 database

Step 3 in the process — how to create the relationships between your tables, and how to put them to work.

Create queries for a new Access 2007 database

Step 4 in the process — how to create the queries that extract data, add calculations, and make it easier to create forms and reports.

Create forms for a new Access 2007 database

Step 5 in the process — how to create forms and put an intuitive "public face" on your database.

Create reports for a new Access 2007 database

The final step — how to create the reports that make it easy for others to understand and use your data.
3. Start managing your data, fast

**Easy Access with templates I: Create a database**
Download and use a ready-made database template. All you'll need to do is enter the data.

**Easy Access with Templates II: Modify a database**
Make modifications to the database that you created from a template.

**Datasheets I: Create a table by entering data**
A quick, easy way to create a simple table, just by entering data.

**Datasheets II: Sum, sort, filter, and find your data**
How to use a new feature called the Totals row, plus built-in sorting and filtering tools.

**Datasheets III: Make data easier to read by formatting columns and rows**
How to change the visual look and feel of your table and data.

**Import data from Excel to a new table in Access**
A fast, accurate way to move data from Excel to Access.

4. Find answers with queries

**Queries I: Get started with queries**
An overview of what queries are, what goes into them, and how to use them.

**Queries II: Create basic select queries**
How to create basic select queries by using a wizard or a designer.

**Queries III: Use expressions and other criteria**
How to use selection criteria and expressions — formulas that do more than math — in your queries.

**Queries IV: Use functions and calculated fields in your queries**
How to use functions to sum, average, or count data, and how to create calculated fields that display the results of an expression.

**Queries V: Use "And", "Or", and "In" to set multiple conditions**
How to use AND, OR, and IN logic to find records that meet multiple conditions, such as customers who also own their businesses.

**Queries VI: Use wildcards in queries and parameters**
How to use wildcard characters to find data and match patterns of characters.

**Queries VII: Query multiple sources for data**
How to query more than one table (or query) for data.

**Queries VIII: Dealing with ambiguous joins**
How to work around ambiguous outer joins, a problem that sometimes arises when you query multiple tables.
5. Deepen your Access skills

**Demo: Select the right form view**
The differences between the various form views, and when to use each.

**Demo: Set the relationship between two tables**
The advantages of using a relational structure, the logic behind a many-to-many relationship, and the steps for creating that type of relationship.

**Demo: Use the Expression Builder**
The basics of using the Expression Builder to create functions.

**Demo: Collect data in Access 2007 by using e-mail**
How to use collect data for your database by using e-mail messages.

**Watch this: Make a query ask for input**
Have Access ask for input, then filter the results of a query to match that input.

6. Learn general Office skills

**Up to speed with the 2007 Office system**
The new features in Office 2007, including the Ribbon and the new file formats.

**Keyboard shortcuts in the 2007 Office system**
How to work faster by using keyboard shortcuts.

**Security I: How the 2007 Office system helps you to stay safer**
The security risks that may affect your computer and data, how digital signatures can make you safer, and how to use the Message Bar to decide whether to enable macros and other potentially unsafe content.

**Security II: Turn off the Message Bar and run code safely**
How to trust digitally signed code, and how to create a "trusted" folder that allows you to run unsigned code without having to deal with the Message Bar.

**Security III: Sign your own macros for stronger security**
How to create your own digital certificates, and sign and run your macros.
Shorter lessons (presented as PowerPoint presentations):

- Get up to speed with the new features
- Get to know Access
- Choose between Access and Excel
- Datasheets I: Create a table by entering data
- Datasheets II: Sum, sort, filter, and find your data
- Datasheets III: Make data easier to read by formatting columns and rows
- Easy Access with templates I: Create a database
- Easy Access with templates II: Modify a database
- Build a database I: Design tables
- Build a database II: Create tables
- Build a database III: Build relationships
- Build a database IV: Create queries
- Build a database V: Create forms
- Build a database VI: Create reports