Microsoft Office Access 2007
EMDB 100: Discover Microsoft Access 2007

Course Description

An efficient means of managing data is by using databases. Information can be stored, linked, and managed using a database application such as Microsoft Office Access. In this training session, you will examine database concepts, and create and modify databases and their various objects using Microsoft Office Access.

Learning Outcomes

• Examine database concepts and explore the Microsoft Office Access 2007 environment.
• Design a simple database.
• Build a new database with related tables.
• Manage the data in a table.
• Query a database using different methods.
• Design a form.
• Generate a report.
• Import and export data.

Outline

• Access 2007 Basics
• Design a Database
• Build a Database
• Work with Forms
• Sort, Retrieve, Analyze Data
• Work With Reports
• Access with Other Applications
• Manage an Access Database

Location: Online
Instructor: Instructional Technology Specialist