

CDU delivering Professional Short Courses

Microsoft Access 2007

Access, Microsoft's database software, is a useful application for organising, storing, tracking and sharing data. This course covers the basics of using Microsoft Access 2007, giving you confidence to create your own databases.

Designed for

This course is designed for people who need to know how to use Microsoft Access to create databases. It is ideal for people who work in a variety of tasks and roles where the assembly and collection of data is important. This course assumes little or no knowledge of the software Microsoft Access 2007. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Learning Outcomes

Participants in this course will learn the basic fundamentals of Access 2007. The skills and knowledge covered in this course are sufficient to create real-world database applications that collect data, permit data to be queried, produce reports and display information in forms.

Course Content

At the completion of this course you should be able to:

- understand how Access is used and how to navigate around it
- design a database with lookup tables
- create a database structure using Access 2007
- modify the structure of an existing table
- add records to a new table
- add transactional records to a lookup database
- use various data validation features in Access to protect data
- work with the records in a database table
- format the data in a table
- sort and filter records in a table
- create simple and effective queries
- perform more advanced queries using a variety of querying techniques
- create meaningful reports from tables
- create and use a variety of forms

Duration: 2 Days