



Access 2007

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Lesson 1: Exploring the Access Environment

- Examine Database Concepts
- Explore the User Interface
- Explore the Ribbon
- Obtain Help

Lesson 2: Designing a Database

- Define Database Terminology
- Determine Fields
- Group Fields into Tables
- Designate Primary Keys

Lesson 3: Building a Database

- Create a New Database
- Create a Table
- Manage Tables
- Create a Table Relationship

Lesson 4: Managing Data in a Table

- Modify Table Data
- Sorting & Filtering

Lesson 5: Creating and Working with Select Queries

- Examine a Query
- Create a Query using a Wizard
- Work in Query Design View
- Select Records
- Edit Values in a Query Datasheet
- Add a Calculated Field to a Query
- Perform a Calculation for a Group of Records

Lesson 6: Creating and Using Forms

- Create a Form Using a Wizard
- Modify the Design of the Form
- Use Forms to Work with Data

Lesson 7: Creating and Using Reports

- Create a Report Using a Wizard
- Examine a Report in Design View
- Create a Calculated Field
- Change the Format of a Control
- Change the Style of a Report
- Adjust Report Width

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please call 989.797.4075.**