

ExecuTrain Course Outline

Microsoft® Office Access™ 2007: New Features

ET84480

0.5 days

Description:

You have worked with Microsoft® Office Access™ 2003 (or earlier), and you now need to be aware of the additional features in the latest release of the software for improving the management, presentation, and distribution of your databases. In this course, you will be introduced to the new features available in Microsoft® Office Access™ 2007. This course covers the commonly used new features for a typical user. Due to the nature of this course and the minimal prerequisites, there are other more advanced new features that are not covered in depth.

Prerequisites:

Students enrolling in this course should understand how to use some version of Access, preferably 2003 or XP, and have familiarity with the Internet. This course is designed for experienced Access users who have worked with earlier versions of Microsoft Access, ideally Microsoft Access 2003, and who have upgraded to Microsoft Access 2007.

Objective:

You will explore and use the new and enhanced features of Microsoft® Office Access™ 2007. Upon successful completion of this course, students will be able to:

- explore the Microsoft Office Access 2007 interface.
- work with tables and forms.
- create queries and reports using the enhanced features of Access 2007.
- work with external data.

Outline:

Lesson 1: Exploring the Access Environment

Topic 1A: Explore the User Interface

Topic 1B: Work with the Ribbon

Topic 1C: Work with Contextual Tabs

Topic 1D: Customize the Access Environment

Lesson 2: Creating Tables and Forms

Topic 2A: Create a Table

Topic 2B: Create a Form

Topic 2C: Design a Form Layout

Lesson 3: Creating Queries and Reports

Topic 3A: Query a Database

Topic 3B: Generate Reports

Topic 3C: Format a Report

Lesson 4: Working with External Data

Topic 4A: Import Data

Topic 4B: Export Data

Appendix A: New Features in Microsoft Office Access 2007

Appendix B: Enhanced File and Compatibility Features in Microsoft Office Access 2007