

# MCAS Access 2007

This course is designed for students who wish to learn the basic operations of the Microsoft Access database application to perform their day-to-day responsibilities, and to understand the advantages that using a relational database application can bring to their business processes. The Introduction course is for the individual whose job responsibilities include designing and creating new databases, tables, and relationships; creating and maintaining records; locating records; and producing reports based on the information in the database.

## Exploring the Microsoft® Office Access™ 2007 Environment

- Examine Database Concepts
- Explore the User Interface
- Use an Existing Access Database
- Customize the Access Environment
- Obtain Help

## Designing a Database

- Describe the Relational Database Design Process
- Define Database Purpose
- Review Existing Data
- Determine Fields
- Group Fields into Tables
- Normalize Data
- Designate Primary and Foreign Keys
- Determine Table Relationships

## Building a Database

- Create a New Database
- Create a Table
- Manage Tables
- Create a Table Relationship
- Save a Database as a Previous Version

## Managing Data in a Table

- Modify Table Data
- Sort Records
- Topic 4C: Work with Subdatasheets

## Querying a Database

- Filter Records
- Create a Query
- Add Criteria to a Query
- Add a Calculated Field to a Query
- Perform Calculations on a Record Grouping

## Designing Forms

- View Data Using an Access Form
- Create a Form
- Modify the Design of a Form

## Generating Reports

- View an Access Report
- Create a Report
- Add a Custom Calculated Field to a Report
- Format the Controls in a Report
- Apply an AutoFormat Style to a Report
- Prepare a Report for Print
- Controlling Data Entry
- Restrict Data Entry Using Field Properties
- Establish a Pattern for Entering Field Values
- Create a List of Values for a Field

## Joining Tables

Create Query Joins  
Join Unrelated Tables  
Relate Data Within a Table

Creating Flexible Queries  
Set Select Query Properties  
Create Parameter Queries  
Create Action Queries

Improving Forms  
Design a Form Layout  
Enhance the Appearance of a Form  
Restrict Data Entry in Forms  
Add a Command Button to a Form  
Create a Subform

Customizing Reports  
Organize Report Information  
Format the Report  
Set Report Control Properties  
Control Report Pagination  
Summarize Report Information  
Add a Subreport to an Existing Report  
Create a Mailing Label Report

Sharing Data Across Applications  
Import Data into Access  
Export Data  
Analyze Access Data in Excel  
Export Data to a Text File  
Merge Access Data with a Word Document