



**THE
ENTERPRISE
CENTRE**

Access 2007 Introduction

2 Days

Workshop Goal

This **two-day** hands-on workshop will introduce participants to the data management process used to create simple database applications with **Microsoft Access 2007** in order to provide users with a more efficient way of managing data.

Topic Outline

- Exploring Access
- Getting Help
- Creating Tables
- Working with Tables
- Editing Tables
- Modifying Tables
- Setting Field Properties
- Finding and Filtering Data
- Printing Data
- Creating Relationships
- Using Simple Queries
- Using Operators in Queries
- Modifying Query Results
- Creating Action Queries
- Using Advanced Query Wizards
- Creating Basic Forms
- Using Design View
- Manipulating Controls in Design View
- Creating Basic Reports

Recommended Prior Learning

Completion of the **Windows** workshop or equivalent knowledge.