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D A T A B A S E M A N A G E M E N T S K I L L S

Microsoft Access 2007 – Level 1

Course Introduction

The Access 2007 – Level 1 course teaches students the fundamentals of the Microsoft Access 2007 application.

In this course, students examine database objects and learn to manage data in a database. They learn to sort and filter data, display and format data, and use simple queries to retrieve data. Students learn to create and modify databases and tables, and work with simple forms and reports.

Students accomplish the learning objectives for each lesson through a series of hands-on tasks, for which they are given step-by-step instructions and desired result checkpoints. The tasks provide ample opportunity for students to practice, apply, and develop the Microsoft Access skills covered in the lesson.

A practice exercise and review questions are included at the end of each lesson to measure progress and reinforce the skills learned. There is also a lab exercise at the end of the course to provide further practice and review, to reinforce the topics learned throughout the course, and to help prepare students for the final exam.

Course Prerequisite(s)

Introduction to Windows course, or equivalent.

Course Aim

To provide an overview and introduction to the Access 2007 software program, in order to create and manage databases.

Of Interest to

Those interested in creating and working with databases.

Course Breakdown

Lesson 1:

Introduction to Microsoft Access 2007; Exploring the Access Application Window; Opening and Closing a Database; Getting Help While you Work

Lesson 2:

Examining Database Objects; Managing Data; Editing Data in Datasheet View

Lesson 3:

Creating a Database; Creating a Table; Setting Field Properties; Modifying Tables and Fields

Lesson 4:

Sorting and Filtering Data; Displaying and Formatting Data; Using Queries to Retrieve

Lesson 5:

Understanding and Creating Forms; Modifying and Customizing Forms; Formatting and Modifying Form Properties

Lesson 6:

Understanding and Creating Reports; Modifying and Customizing a Report; Formatting Reports and Modifying Report Properties; Printing a Report

Lab Exercise

Course Notes

Course manual provided for on-going reference.

There is a final exam upon completion of the course. Participants who receive 75% or higher on their exam will receive a certificate.

Next Level

Microsoft Access 2007 – Level 2 (ACS07M2)

Method of Delivery

Integrated Learning™ System training facilitated by Academy of Learning College facilitators.



ACS07M1 12/08