

Access 2007 Level 1

Exploring Access

- Working with Access
- Starting Access
- Using the Interface
- Using the Office Button
- Opening an Existing Database
- Using the Ribbon
- Using the Contextual Tabs
- Using the Quick Access Toolbar
- Using the Mini Toolbar
- Using Database Objects
- Using the Navigation Pane
- Opening a Database Object
- Using Tabbed Documents
- Closing a Tabbed Document
- Closing All Tabbed Documents
- Using the Status Bar
- Using the Options Dialog Box
- Closing a Database
- Exiting Access
- Exploring Access

Creating Tables

- Using Database Templates
- Creating a New Database
- Designing Tables
- Creating a Table in Datasheet View
- Creating a Table in Design View
- Adding Field Names
- Assigning Data Types
- Saving a New Table
- Adding a Field Description
- Setting a Primary Key
- Using Multi-valued Fields
- Creating Tables

Working with Tables

- Using Datasheet View
- Navigating Fields in Tables
- Using Field Templates
- Adding Records
- Moving through Records
- Selecting Records
- Editing Records
- Saving Records
- Deleting Records
- Displaying a Totals Row in a Table
- Working with Tables

Editing Tables

- Changing the Row Height
- Changing the Column Width
- Changing a Font Attribute
- Changing a Cell Effect
- Using Alternate Background Colors
- Selecting a Column
- Moving a Column
- Hiding a Column
- Unhiding a Column
- Freezing a Column
- Editing Tables

Finding and Filtering Data

- Sorting Records
- Finding Specific Records
- Finding Records using Wildcards
- Using Replace
- Using Filter By Selection
- Applying/Removing a Filter
- Using Filter Excluding Selection
- Using the Search Box
- Using Quick Filter
- Using AutoFilter
- Finding and Filtering Data

Printing Data

- Printing Table Data
- Changing the Page Setup
- Using Print Preview
- Printing Selected Records
- Printing Data

Creating Relationships

- Using Related Tables
- Creating a Relationship between Tables
- Setting Referential Integrity
- Viewing Subdatasheets
- Deleting a Join Line
- Creating Relationships

Using Simple Queries

- Using Queries and Recordsets
- Using the Simple Query Wizard
- Creating a Query in Design View
- Opening a Query
- Adding a Table to a Query
- Joining Tables in a Query
- Running a Query
- Using Simple Queries

Modifying Query Results

- Sorting a Query
- Adding Criteria to a Query
- Hiding a Field in a Query
- Displaying a Totals Row in a Query
- Adding a Record using a Query
- Printing a Query
- Modifying Query Results

Analyzing Tables

- Analyzing a Table
- Using Relationships in Splits
- Using the Table Analyzer Wizard
- Using the Performance Analyzer
- Analyzing Tables

Creating Basic Forms

- Using Forms
- Using the Form Button
- Adding a Record using a Form
- Using the Calendar for Date Picking
- Using the Form Wizard
- Viewing Records in a Form
- Printing Records in a Form
- Basing a Form on a Query
- Creating Basic Forms

Creating Basic Reports

- Using Reports
- Using the Report Button
- Using Print Preview - Reports
- Printing Pages of a Report
- Using the Report Wizard
- Changing Views in a Report
- Grouping and Summarizing Report Data
- Basing a Report on a Query
- Creating Basic Reports