

ACCESS 2007 INTRODUCTION

Unit Standard	116936
NQF Level	3
Credits	3
Duration	1 Day
Pre-Requisite	Computer Essentials

SYNOPSIS

This course provides delegates with an overview of the features and functions of Microsoft Access 2007. The delegate will learn how a relational database works and how to create the basic components of a database. They will know how to get information into the database and how to get useful information out. They will also know how to import existing data into a database and export data from a database to another file.

COURSE OUTLINE – 2007:

- Work in Access 2007.
- Understand database concepts;
- Open an existing database;
- Explore tables, queries, forms and reports;
- Preview and print Access objects;
- Create a database from a template;
- Create a database and a table manually;
- Create a table from a template;
- Manipulate table columns and rows;
- Create a form by using the Form tool;
- Refine form properties;
- Change the arrangement of a form;
- Collect data through e-mail;
- Sort information in a table;
- Filter information in a table;
- Filter information by using a form;
- Import information from another Access database;
- Import information from an Excel worksheet;
- Import or link to a SharePoint list;
- Import information from a text file;
- Import information from a XML file;
- Import information from an HTML file;
- Import information from an Outlook folder;
- Import information from a dBASE file;
- Export information to another Access database;
- Export information to Excel and Word;
- Export information to a SharePoint list;

- Export information to a text file;
- Export information to a XML file;
- Export information to an HTML file;
- Copy information to other Office programs.

COURSE OUTCOMES

Upon successful completion of this course, learners will be able to demonstrate their ability to:

- Get started in Access Introduction 2007;
- Create a Database effectively and learn how to use functions in order to do more with a database;
- View and print data in Access 2007;
- Create tables efficiently;
- Create basic forms;
- Import data from various sources;
- Export data to various files.

ACCESS 2010 INTRODUCTION

SYNOPSIS

This course provides delegates with an overview of the features and functions of Microsoft Access 2010. The delegate will learn how a relational database works and how to create the basic components of a database. They will know how to get information into the database and how to get useful information out. They will also know how to import existing data into a database and export data from a database to another file.

COURSE OUTLINE – 2010:

- Starting Out;
- Interface Basics;
- Database Security;
- Getting Help;
- The Quick Access Toolbar;
- Basics of Tabs;
- The Home Tab;
- The Create Tab;
- Lesson 2.5: The External Data Tab;
- The Database Tools Tab;
- First Steps;
- About Records;
- Creating a Table;
- Formatting Text;
- Creating and Using Forms;
- Creating and Using Queries;
- Creating and Using Reports;
- Sorting and Filtering Data;
- Viewing Data;
- Printing a Database Object.

COURSE OUTCOMES

Upon successful completion of this course, learners will be able to demonstrate their ability to:

- Get started in Access Introduction 2010;
- Create a Database effectively and learn how to use functions in order to do more with a database;
- View and print data in Access 2010;
- Create tables efficiently;
- Create basic forms;
- Import data from various sources;
- Export data to various files.