Microsoft Access 2007 Introduction – 2 Day

If you are familiar with databases or have used other versions of Access in the past, Access 2007 features an all-new interface, drag-and-drop functionality, modern styling, and a large variety of enhanced connectivity, features, and security.

Access 2007 has an extremely intuitive interface even for a beginner, and it has many customizable templates that will suit all of your requirements.

In this course the following areas will be covered, we can also teach this content in either Access XP or 2003

Section One: Getting Started

- Starting out
- Using the Getting Started Window
- The Trust Center
- Getting Help

Section Two: The New Interface

- Using the Quick Access Toolbar
- Basics of Ribbons
- The Home Ribbon
- The Create Ribbon
- The External Data Ribbon
- Database Tools Ribbon

Section Three: Creating a Database

- First Steps
- About Records
- Creating A table
- Formatting text

Section Four: Doing More with your

Database

- Creating forms
- Creating Queries
- Reports
- Sorting & Filtering Data
- Viewing Data
- Printing a Database Object

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