



Course: Microsoft Office Access 2007 Level 1

Overview: In the course, students will create and modify new databases and their various objects. They will learn how to maintain data consistency and integrity; improve queries, forms, and reports; and also integrate Microsoft Office Access 2007 with other applications.

Who Should Attend: This course is designed for students who wish to learn the operations of the Microsoft Office Access Database program to perform their day-to-day responsibilities, and to understand the advantages that using a relational database program can bring to their business processes. The first part of the course covers designing and creating new databases, tables, and relationships; creating and maintaining records; locating records; and producing reports based on the information in the database. The second part covers maintaining data integrity; handling complex queries, forms, and reports; and sharing data between Access and other applications. It also provides the fundamental knowledge and techniques needed to advance to more complex Access responsibilities such as maintaining databases and using programming techniques in Access. In addition, this course helps prepare students who desire to take the Microsoft Office Specialist certification for Access 2007.

At Course Completion: Upon successful completion of this course, students will be able to:

- examine the basic database concepts and explore the Access 2007 environment
- design a simple database
- build a new database with related tables
- manage the data in a table
- query a database using different methods
- design forms
- generate reports
- modify field properties and design of a table to streamline data entry and maintain data integrity
- retrieve data from tables using joins
- create flexible queries to display specified records, allow for user-determined query criteria, and modify data using queries
- enhance the capabilities of a form
- customize reports to organize the displayed information and produce specific print layouts
- share Access data across other applications

Course Outline:

- Lesson 1 - Exploring the Access Environment
- Lesson 2 - Designing a Database
- Lesson 3 - Building a Database
- Lesson 4 - Managing Data in a Table
- Lesson 5 - Querying a Database
- Lesson 6 - Designing Forms
- Lesson 7 - Generating Reports
- Lesson 8 - Controlling Data Entry
- Lesson 9 - Joining Tables
- Lesson 10 - Creating Flexible Queries
- Lesson 11 - Improving Forms
- Lesson 12 - Customizing Reports
- Lesson 13 - Sharing Data Across Applications

Course Materials: Online resources included:
e-Learning Tutorial, e-Courseware, Exercise Files, Post-class Assessment

Duration: 12 hours

Schedule: 18:45pm – 21:45pm on every Tuesday and Thursday
Please call for details

Venue: Hong Kong Center: 201, 2/F, Harbour Centre, 25 Harbour Road, Wan Chai, Hong Kong

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