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# Microsoft® Office Access™ 2007

Microsoft® Office Specialist 2007 is a part of a global community of distinguished achievers. This Microsoft certification credential tells the world you have demonstrated proficiency in the newest standard of the world's foremost desktop computing applications. Microsoft certifications (based on globally recognized standards) demonstrate your computing skills and help advance your career prospects in a competitive job market.

Microsoft® Office Specialist 2007 certifications are primarily for office workers who use Microsoft Office programs as a vital part of their job functions. These certifications cover the entire Microsoft Office Suite, encompassing: Word 2007, PowerPoint® 2007, Excel® 2007, Outlook® 2007 and Access™ 2007, as well as Windows Vista™.

**Microsoft® Office Specialist 2007 Certifications** prove themselves. Whether professionally, academically, or personally, Microsoft® Office Specialist certifications give you the skills to succeed.

**Prerequisite:**

Working knowledge on computing and desktop application (Windows)

**Certificate Of Attendance :**

Certificate Of Attendance will be awarded to students completing the course achieving minimum 75% attendance.

**Training Methodology & Materials:**

- Practical hands-on sessions, 75% lab-based and 25% theory-based.
- Well-designed lab sessions to enhance further understanding of the courseware.

**Training Duration:**

Full-time: 3 days  
Time : 9.30am – 5.30pm

Part-time : 6 sessions  
Time : 7pm – 10pm (twice a week)

**Course Training Fee :**

Course Fee : \$358

Regn Fee : \$25

All fees subject to GST 7%

## DETAILED COURSE OUTLINE

**1. Module 1: Understanding a Database**

- 1.1. Why need a database?
- 1.2. What is a database?
- 1.3. Why use Access 2007 database?

**2. Module 2: Exploring Access 2007**

- 2.1. Getting Started Page
- 2.2. The Microsoft Office Button
- 2.3. The Ribbon
- 2.4. The Quick Access Toolbar
- 2.5. The Navigation Pane
- 2.6. Tabbed Document
- 2.7. The ACCDB File Format

**3. Module 3: Creating a Database**

- 3.1. The Scenario
- 3.2. Planning the Database Structure
- 3.3. Creating the Database File
- 3.4. Creating Database from Template

**4. Module 4: Creating Tables**

- 4.1. What is a Table?
- 4.2. Creating Table in Datasheet View
- 4.3. Data Types
- 4.4. Field Properties
- 4.5. Creating Tables in Design View

**5. Module 5: Importing Data**

- 5.1. Importing Spreadsheet Data
- 5.2. Importing Text File Data

**6. Module 6: Relating Tables**

- 6.1. Types of Relationships
- 6.2. Prerequisites to Defining Relationships
- 6.3. Relating Tables
- 6.4. Enforcing Referential Integrity
- 6.5. Printing Table Relationships

**7. Module 7: Creating Forms**

- 7.1. What are forms?
- 7.2. Creating Form based on a Table?
- 7.3. Creating Form Using the Form Wizard
- 7.4. Creating a Multiple-Items Form
- 7.5. Creating a Datasheet Form

**8. Module 8: Creating Queries**

- 8.1. What is a Query?
- 8.2. Queries for Scenario
- 8.3. Creating Queries using Simple Query Wizard
- 8.4. What is a Recordset?
- 8.5. Creating Queries using Query Design

**9. Module 9: Creating Reports**

- 9.1. What is a Report?
- 9.2. Distinguishing between Reports and Forms
- 9.3. Creating Reports based on a Query
- 9.4. Creating Report Using the Report Wizard

**10. Module 10: Modifying Tables**

- 10.1. Modifying Fields
- 10.2. Formatting Table
- 10.3. Modifying Field Properties
- 10.4. Manipulating Records
- 10.5. Printing Records

**11. Module 11: Importing Data (Part 2)**

- 11.1. Importing Data from another Access Database
- 11.2. Importing Data from XML
- 11.3. Link Tables

**12. Module 12: Exporting Data**

- 12.1. Exporting Data to a text file
- 12.2. Exporting Data to an Excel file
- 12.3. Exporting Data to a Word file
- 12.4. Exporting Data to a HTML file
- 12.5. Exporting Data to another Database

## DETAILED COURSE OUTLINE

### 13. Module 13: Presenting Data

- 13.1. Sorting Data
- 13.2. Filters
- 13.3. Setting Filters On Load

### 14. Module 14: Modifying Queries

- 14.1. Wildcards
- 14.2. Operators
- 14.3. Creating Queries from Multiple Table
- 14.4. Creating Queries using Joins
- 14.5. Creating Queries to find Duplicates
- 14.6. Creating Crosstab Queries

### 15. Module 15: Modifying Forms & Reports

- 15.1. Split Form
- 15.2. Pivot-table Form
- 15.3. Modifying Form/ Report object

### 16. Module 16: Managing the Database

- 16.1. Database Documenter
- 16.2. Back up a Database
- 16.3. Compact and Repair a Database
- 16.4. Splitting a Database
- 16.5. Password Protected Database

MOS Access 2007



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