



# Using Microsoft® Office Access 2007

**Exam 70-605**

Microsoft® Certified Application Specialists are 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 Certified Application Specialist 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® Certified Application Specialists** prove themselves. Whether professionally, academically, or personally, Microsoft® Certified Application 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: 4 full days. 9am – 6pm (8 hours per day)  
Part-time: 8 sessions 6:30pm-10:30pm (4 hrs per session)

**Course Training Fee :**

Course Fee : \$508 without SDF ; \$284 after SDF  
Registration Fee : \$25  
SRP Grant available.  
Contact us for more details.

## DETAILED COURSE OUTLINE

**1. Structuring a Database**

- 1.1. Define data needs and types
  - 1.1.1. Define table fields
  - 1.1.2. Define appropriate table field data types for fields in each table
  - 1.1.3. Define tables in databases
- 1.2. Define and print table relationships
  - 1.2.1. Create relationships
  - 1.2.2. Modify relationships
  - 1.2.3. Print table relationships
- 1.3. Add, set, change, or remove primary keys
  - 1.3.1. Define and modify primary keys
  - 1.3.2. Define and modify multi-field primary keys
- 1.4. Split databases

**2. Creating and Formatting Database Elements**

- 2.1. Create databases
  - 2.1.1. Create databases by using templates
  - 2.1.2. Create blank databases
- 2.2. Create tables
  - 2.2.1. Create custom tables in Design view
  - 2.2.2. Create tables by copying the structure of other tables
  - 2.2.3. Create tables from templates
- 2.3. Modify tables
  - 2.3.1. Modify table properties
  - 2.3.2. Evaluate table design by using the Table Analyzer
  - 2.3.3. Rename tables
  - 2.3.4. Delete tables
  - 2.3.5. Summarize table data by adding a Total row
- 2.4. Create fields and modify field properties
  - 2.4.1. Create commonly used fields
  - 2.4.2. Modify field properties
  - 2.4.3. Create and modify multi-valued fields
  - 2.4.4. Create and modify attachment fields

**2.5. Create forms**

- 2.5.1. Create forms by using Design view
- 2.5.2. Create datasheet forms
- 2.5.3. Create multiple item forms
- 2.5.4. Create split forms
- 2.5.5. Create sub-forms
- 2.5.6. Create PivotTable forms
- 2.5.7. Create forms by using Layout view
- 2.5.8. Create simple forms

**2.6. Create reports**

- 2.6.1. Create reports as a simple report
- 2.6.2. Create reports by using the Report Wizard
- 2.6.3. Create reports by using Design view
- 2.6.4. Define group headers
- 2.6.5. Create aggregate fields
- 2.6.6. Set the print layout
- 2.6.7. Create labels by using the Label Wizard

**2.7. Modify the design of reports and forms**

- 2.7.1. Add controls
- 2.7.2. Bind controls to fields
- 2.7.3. Define the tab order of controls
- 2.7.4. Format controls
- 2.7.5. Arrange controls
- 2.7.6. Apply and change conditional formatting on controls
- 2.7.7. Apply AutoFormats to forms and reports

Contact us  
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<p><b>3. Entering and Modifying Data</b></p> <ul style="list-style-type: none"><li>3.1. Enter, edit, and delete records</li><li>3.2. Navigate among records</li><li>3.3. Find and replace data</li><li>3.4. Attach documents to and detach from records</li><li>3.5. Import data<ul style="list-style-type: none"><li>3.5.1. Import data from a specific source</li><li>3.5.2. Link to external data sources</li><li>3.5.3. Save and run import specifications</li></ul></li></ul> <p><b>4. Creating and modifying queries</b></p> <ul style="list-style-type: none"><li>4.1. Create queries<ul style="list-style-type: none"><li>4.1.1. Create queries based on a single table</li><li>4.1.2. Create queries based on more than one table</li><li>4.1.3. Create action queries</li><li>4.1.4. Create crosstab queries</li><li>4.1.5. Create sub-queries</li><li>4.1.6. Save filters as queries</li></ul></li><li>4.2. Modify queries<ul style="list-style-type: none"><li>4.2.1. Add tables to and remove tables from queries</li><li>4.2.2. Add criteria to queries</li><li>4.2.3. Create joins</li><li>4.2.4. Create calculated fields in queries</li><li>4.2.5. Add aliases to query fields</li><li>4.2.6. Create sum, average, min, max, and count queries</li></ul></li></ul> <p><b>5. Presenting and Sharing Data</b></p> <ul style="list-style-type: none"><li>5.1. Sort data<ul style="list-style-type: none"><li>5.1.1. Sort data within tables</li><li>5.1.2. Sort data within queries</li><li>5.1.3. Sort data within reports</li><li>5.1.4. Sort data within forms</li></ul></li><li>5.2. Filter data<ul style="list-style-type: none"><li>5.2.1. Filter data within tables</li><li>5.2.2. Filter data within queries</li><li>5.2.3. Filter data within reports</li><li>5.2.4. Filter data within forms</li><li>5.2.5. Remove filters</li></ul></li><li>5.3. Create and modify charts<ul style="list-style-type: none"><li>5.3.1. Create charts</li><li>5.3.2. Format charts</li><li>5.3.3. Change chart types</li></ul></li><li>5.4. Export data<ul style="list-style-type: none"><li>5.4.1. Export data from tables</li><li>5.4.2. Export data from queries</li><li>5.4.3. Save and run export specifications</li></ul></li><li>5.5. Save database objects as other file types</li><li>5.6. Print database objects</li></ul>	<p><b>6. Managing and Maintaining Databases</b></p> <ul style="list-style-type: none"><li>6.1. Perform routine database operations<ul style="list-style-type: none"><li>6.1.1. Open databases</li><li>6.1.2. Back up databases</li><li>6.1.3. Compact and repair databases</li><li>6.1.4. Save databases as a previous version</li></ul></li><li>6.2. Manage Databases<ul style="list-style-type: none"><li>6.2.1. Encrypt databases by using passwords</li><li>6.2.2. Configure database options</li><li>6.2.3. Set database properties</li><li>6.2.4. Identify object dependencies</li><li>6.2.5. Print database information</li><li>6.2.6. Reset or refresh table links</li></ul></li></ul>
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MCAS Access 2007

Contact us:

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