

Microsoft® Office Access 2007: New Features (First Look)

Course Specifications

Course number: 084480
Software: Microsoft® Office Access 2007
Course length: 0.5 day(s)

Course Description

You have worked with Microsoft® Office Access 2003 (or earlier), and you now need to be aware of the additional features in the latest release of the software for improving the management, presentation, and distribution of your databases. In this course, you will be introduced to the new features available in Microsoft® Office Access 2007.

Course Objective: You will explore and use the new and enhanced features of Access 2007.

Target Student: This course is designed for experienced Access users who have worked with earlier versions of Microsoft Access, ideally Microsoft Access 2003, and who have upgraded to Microsoft Access 2007.

Prerequisites: Students enrolling in this course should understand how to use some version of Access, preferably 2003 or XP, and have some familiarity with the Internet. This course covers the commonly used new features for a typical user. Due to the nature of this course and the minimal prerequisites, there are other more advanced new features that are not covered in depth.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Hardware Requirements

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware components:

- A 1 GHz Pentium-class processor or faster.
- Minimum 256 MB of RAM. Recommend 512 MB of RAM.
- A 10 GB hard disk or larger. You should have at least 1 GB of free hard disk space available for the Office installation.
- A CD-ROM drive.
- A mouse or other pointing device.
- 1024 x 768 resolution monitor recommended.
- Network cards and cabling for local network access.
- Internet access (contact your local network administrator).
- A printer (optional) or an installed printer driver. (Printers are not required; however, each PC must have an installed printer driver to use Print Preview.)
- A projection system to display the instructor's computer screen.

Platform Requirements

- Windows XP

Software Requirements

- Microsoft® Office Professional Edition 2007.
- Windows XP Professional with Service Pack 2.

Performance-Based Objectives

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

- explore the Microsoft Office Access 2007 interface.
- work with tables and forms.
- create queries and reports using the enhanced features of Access 2007.
- work with external data.

Course Content

Lesson 1: Exploring the Access Environment

Topic 1A: Explore the User Interface

Topic 1B: Work with the Ribbon

Topic 1C: Work with Contextual Tabs

Topic 1D: Customize the Access Environment

Lesson 2: Creating Tables and Forms

Topic 2A: Create a Table

Topic 2B: Create a Form

Topic 2C: Design a Form Layout

Lesson 3: Creating Queries and Reports

Topic 3A: Query a Database

Topic 3B: Generate Reports

Topic 3C: Format a Report

Lesson 4: Working with External Data

Topic 4A: Import Data

Topic 4B: Export Data

Appendix A: New Features in Microsoft Office Access 2007