



Microsoft Office Access 2007: New Features

MSOF-165

Course Description:

This course is designed to introduce students to the most commonly used new features in Microsoft Access 2007.

Course Objectives:

Upon completion of the 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

Prerequisites:

- Experience with previous versions of Access, preferably 2003 or XP
- Familiarity with the Internet

Audience:

- Users experienced with earlier versions of Access

Course Duration:

1/2 Day

Course Topics:

I. Exploring the Access Environment

- Explore the user interface
- Work with the ribbon
- Work with contextual tabs

- Customize the Access environment

II. Creating Tables and Forms

- Create a table
- Create a form
- Design a form layout

III. Creating Queries and Reports

- Query a database
- Generate reports
- Format a report

IV. Working with External Data

- Import data
- Export data

V. Appendix A: New Features in Microsoft Office Access 2007

VI. Appendix B: Enhanced File and Compatibility Features in Microsoft Office Access 2007