Access 2007 Essentials Workshop

This workshop is designed to teach you a basic understanding of Access 2007 in a practical way. The participants will learn how to use the features of Access to help them better manage a database. This workshop incorporates a hands-on approach to learning. They will get a chance to practice some of the basic features right on a computer.

This workshop is meant to provide a safe learning environment where they can practice and learn Access 2007 Essentials functions without worrying about making mistakes. Making mistakes is a part of learning and is expected in this workshop. Taking the time to learn about the features of Access 2007 will increase their knowledge on how databases work and make creating and managing an Access 2007 database easier for everyone.

Workshop Objectives:

- Open and close Access
- Create a blank database from a template
- Open, close, and save a database
- Work with database Objects
- Sort and Filter the View
- Use Lookup columns in a table
- Add information to a table
- Edit, delete and search records
- Create a form with the Wizard and in Layout View
- Perform common formatting tasks on forms
- Add or move controls on a form
- Create reports using the Report Wizard
- Add a Logo to a report
- Create Queries using the Wizard
- Execute a Query
- Back up the database
- Email the database

For more information on this workshop or to reserve your spot, please contact:

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