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MICROSOFT® OFFICE ACCESS™ 2007: NEW FEATURES

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 Microsoft® Office Access™ 2007.

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

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