



MCAS
Microsoft® Certified
Application Specialist



Microsoft®
Access
2007

Overview &
Description

Getting Started with Access 2007

Overview/Description

With Access 2007, Microsoft introduces some of the most significant changes to Access in years. Most notable is the intuitive new user interface that replaces the traditional menus and toolbars with features like the Ribbon, the Quick Access Toolbar, and the Microsoft Office button. This course provides an introduction to Access 2007 and demonstrates how to navigate within the new user interface. The introductory steps in planning a database, the components and views of an Access database, and database creation methods are also covered.

Basic Access 2007 Tables

Overview/Description

Microsoft Office Access 2007 makes it easy for you to create and manipulate database tables. You can choose between a Datasheet view and a Design view to create tables from scratch, or you can base your tables on one of the many pre-defined templates. The introduction of the Ribbon and contextual tabs in Access 2007 makes table creation even more intuitive, and provides you with easier data manipulation techniques.

This course explains the use of table templates, Design and Datasheet views, field creation, data types, and modifiable properties, and demonstrates the use of masked input fields and indexing. The course also explores viewing, editing, navigating, sorting, finding, and filtering records, in addition to printing data and implementing and maintaining table relationships.

Basic Access 2007 Forms

Overview/Description

Microsoft Outlook 2007 provides an easy-to-manage calendar that allows for creation and management of appointments, meetings, and events in a single interface. It also provides a To-Do bar that displays all calendar entries, including tasks and their deadlines, in a customized view that simplifies scheduling. This course demonstrates how to customize the Outlook 2007 calendar using personalized views. It also demonstrates how to create and manage appointments, meetings, and events.

Queries and Reports in Access 2007

Overview/Description

Microsoft Office Access 2007 offers several options for creating, customizing, and managing forms. This course describes multiple methods of form creation, including the Form, Split Form, Multiple Items, Blank Form, and Form Design tools and the Form Wizard. This course also explores controls – the available types, how they are added to a form, how their properties are set, and how they are resized, moved, grouped, and positioned on a form. The course demonstrates how forms can be customized using auto-format, or by adding the date and time, page numbers, logos, and other decorative controls. The creation and management of records in forms using different navigational methods, sorting and filtering options, and printing forms is also covered.

Importing and Exporting Data and Data Presentation in Access 2007

Overview/Description

Microsoft Office Access 2007 offers several options for importing and exporting data, and also provides a variety of data presentation strategies. With Access 2007 you can link to, or import data and objects from external sources such as other Access databases, Excel spreadsheets, text files, XML files, and SharePoint lists. You can also export data and objects from an Access 2007 database to external sources. This course explains and demonstrates the various methods of importing, exporting, and linking to external data sources. It also describes how to create and modify PivotTables and Pivot Charts as an alternate way to organize and present database data. The options used to apply aggregate functions to a PivotTable, add a calculated field to a PivotTable, and export a PivotTable to an Excel spreadsheet are also discussed in the course.

Advanced Data Management in Access 2007

Overview/Description

You can use Microsoft Access 2007 to manage your data efficiently using advanced techniques. There are many advanced methods that can be used for modifying and enhancing tables, reports, queries, and forms in order to meet your business needs. This course explains and demonstrates retrieving and validating data, using sub forms and sub reports, as well as applying conditional formatting in Access 2007 tables, forms, and reports. Advanced query methods make it easy for an experienced end-user to retrieve the results they desire and to have those results displayed in such a way that the data is easy to interpret and analyse. This course describes the various types of join and parameter queries that can be used in Access 2007 and provides demonstrations on the use of action queries, including update, append, delete, and make table queries. It also explores the use of SQL-specific queries such as data-definition, pass-through, sub query, and union queries.

Programmability and Administration in Access 2007

Overview/Description

Microsoft Office Access 2007 makes it easy for you to share and manage data using the collaborative environment of a Microsoft Windows SharePoint site along with the many data management features available within Access 2007. This course explains how SharePoint sites can be used with Access and demonstrates options such as moving data to a SharePoint site, publishing data to a SharePoint site, importing from or linking to a SharePoint list, creating an Access view of a SharePoint list, working offline with SharePoint lists, as well as tracking data versioning in SharePoint.

Another feature of Access 2007 is its programmability. Using Access macros and Visual Basic for Applications (VBA) code you can easily add functionality to a database to suit your business needs. In addition to SharePoint integration, this course provides an introduction to programming in Access and explores when to use macros or VBA code to automate processes. It also demonstrates how to create, launch, and modify macros and explains the use of the Visual Basic Editor to create event handlers and set control property values.

Database Administration in Access 2007

Overview/Description

Microsoft Office Access 2007 makes it easy for you to share and manage data using the collaborative environment of a Microsoft Windows SharePoint site along with the many data management features available within Access 2007. This course explains how SharePoint sites can be used with Access and demonstrates options such as moving data to a SharePoint site, publishing data to a SharePoint site, importing from or linking to a SharePoint list, creating an Access view of a SharePoint list, working offline with SharePoint lists, as well as tracking data versioning in SharePoint.

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