

# TOTAL TRAINING™ FOR MICROSOFT® ACCESS® 2007

## ESSENTIALS

### QUICK REFERENCE GUIDE

#### Part 1 –

##### **1 INTRODUCING ACCESS 2007 17:28**

- 1 Defining a Database
- 2 Knowing When to Use Access™
- 3 Working with Database Objects
- 4 Converting Older Databases

##### **2 EXPLORING THE NEW USER INTERFACE 1:24**

- 1 Exploring the Getting Started Screen
- 2 Opening a Microsoft Template
- 3 Using the Navigation Pane
- 4 Using the Home Tab, Part 1
- 5 Using the Home Tab, Part 2
- 6 Using the Create Tab
- 7 Using the External Data Tab
- 8 Using the Database Tools Tab
- 9 Using the Office Menu
- 10 Explaining the Access Options
- 11 Using the Quick Access Toolbar
- 12 Adding Custom Commands to the Quick Access Toolbar
- 13 Using the Help Menu
- 14 Understanding the Message Bar
- 15 Creating Trusted Locations
- 16 Working in the Object Window

##### **3 WORKING IN THE NAVIGATION PANE 45:37**

- 1 Displaying Categories
- 2 Showing Views
- 3 Sorting the Objects
- 4 Searching for Objects
- 5 Collapsing Groups
- 6 Creating Custom Groups
- 7 Adding Object Shortcuts
- 8 Hiding Custom Groups
- 9 Changing the Interface Mode
- 10 Final Comments & Credits

#### Part 2 –

##### **1 CREATING TABLES 1:07:30**

- 1 Explaining the Datasheet Tab
- 2 Entering Data in a New Table
- 3 Using a Table Template
- 4 Identifying the Entities
- 5 Working with Design View
- 6 Creating DataTypes
- 7 Using Field Validation Rules
- 8 Defining Primary Keys
- 9 Adding Indexes
- 10 Working with Table Relationships
- 11 Creating Table Relationships
- 12 Defining Multi-Value Field Lookups

##### **2 CREATING QUERIES 50:36**

- 1 Creating a Select Query
- 2 Using Expressions in a Query
- 3 Sorting Data
- 4 Searching for Data
- 5 Selecting Data from Many Tables
- 6 Working in Layout View
- 7 Working in SQL View
- 8 Creating a Crosstab Query
- 9 Running Action Queries
- 10 Running Update Queries
- 11 Using the Query Wizard

##### **3 CREATING FORMS 48:20**

- 1 Using Quick Create Commands
- 2 Exploring Form Types
- 3 Navigating within Forms
- 4 Using the Form Wizard
- 5 Creating a Form from Scratch
- 6 Working in Layout View
- 7 Working in Design View
- 8 Setting Form Properties
- 9 Using Form Controls
- 10 Using Control Layouts
- 11 Applying AutoFormats
- 12 Understanding Subforms

##### **4 CREATING REPORTS 57:41**

- 1 Using the Report Command
- 2 Running the Report Wizard
- 3 Exploring Report Views
- 4 Creating a Report from Scratch
- 5 Using Conditional Formatting
- 6 Grouping & Sorting
- 7 Setting Report Properties
- 8 Detailing Your Report
- 9 Applying AutoFormats
- 10 Adding Subreports
- 11 Alternating Record Colors
- 12 Filtering in Report View
- 13 Creating Labels

##### **5 CREATING MACROS 26:12**

- 1 Working in Macro Design Mode
- 2 Assigning Macro Actions
- 3 Setting Macro Arguments
- 4 Running an AutoExec Macro
- 5 Creating Embedded Macros
- 6 Final Comments & Credits