



Microsoft Office Access 2007 Upgrade - 1 day

Description:

This course introduces the new features and functionality in the latest version of Microsoft Office Access. There have been substantial changes to the user interface in this spreadsheet application, and this course can help you get up-to-speed quickly.

Pre-requisites:

This course is designed for experienced Access users who have worked with earlier versions of Microsoft Access, ideally Microsoft Access 2003, and who have upgraded to Microsoft Access 2007.

Students enrolling in this course should understand how to use some version of Access, preferably 2003 or XP, and have some familiarity with the Internet. This course covers the commonly used new features for a typical user.

Exploring the New Interface

- The Getting Started with Microsoft Office Access page.
- Access Fundamentals

Creating Database Solutions

- Pre-Defined Database Solutions
- How to Work with Tables and Relationships

Populating Database Solutions

- Form Design
- How to Import Data from Office Excel
- How to Import Contacts from Office Outlook
- How to Collect Updates Using Office Outlook

Analyzing Data

- Enhanced Filtering and Sorting Feature
- Report Design

Sharing Databases Using Windows SharePoint Services

- Benefits of Upsizing Databases to Windows SharePoint Services
- Publishing Versus Upsizing Databases to Windows SharePoint Services
- How to Work with SharePoint Lists Offline
- SharePoint List Management