

# Microsoft Access 2007



**Skills for Change**  
Diversity at Work™

*TechSkills* offers only instructor-led classes. Our classes are limited in size so you have more hands-on interaction with the instructor. We provide experienced instructors, quality training materials and competitive pricing.

Access is a database program you can use to store and manage large quantities of data - either personal, or business. The data is organized into related tables which you can easily modify and expand. Access also offers some powerful data analysis tools - filtering, sorting, querying- that let you obtain specific

Information from the database.

## Course content

### Day 1\*

Getting to Know the Access Window; The Ribbon, the Quick Access Toolbar, and the Context Menu; Database Basics; Database Objects - Tables, Creating a Table, Specifying Data Types and Field Properties; Entering Data in a Table - Using Data-sheet View, Using an Auto Form, Modifying a table; Planning and Defining Table Relationships; Filtering/Sorting Data

### Day 2\*

Database Objects - Forms; Creating a Form Using the Wizard; Modifying a Form in Design View; Using a Form to View/Modify the Data in the Tables; Database Objects - Queries; Performing a Simple Query; Adding Query Conditions

### Day 3\*

Creating a Parameter Query; Database Objects - Reports; Creating a Report Using a Wizard; Modifying a Report in Design View

**Pre-requisites:** Basic Knowledge of Windows and Ms-Word is expected

**Certificate offered:** Participants receive a certificate of completion

## Registration

Register in person or online at [www.skillsforchange.org/techskills/register](http://www.skillsforchange.org/techskills/register)

## More information

Please call 905-595-1679 ext 0

Start Date	Day of the Week							Location	
	S	M	T	W	T	F	S	Toronto	Brampton
March 29		✓	✓	✓					✓
Time	Weeks	Hours	Fee						
10:00am-3:00pm	1	15	\$100						

**TechSkills**  
AFFORDABLE TRAINING

Toronto  
791 St. Clair Avenue West

Brampton  
21 Nelson Street West

[www.skillsforchange.org/techskills](http://www.skillsforchange.org/techskills)