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**Microsoft®**  
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Partner

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COMMITTED TO SKILLS DEVELOPMENT IN THE ICT SECTOR  
Accreditation No.: ACC02 000 077

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## Access 2007: Level 1 [MCAS Certified] + CertBlaster & CBT

**Publisher:** CourseILT

**Code:** 1423918029

**ISBN:** 1423918029

**Version:** 1

**Course Length:** 1-day (6+ hours)

**Prerequisites:** Windows XP or Vista Level 1

**What's in Access 2007: Level 1 [MCAS Certified] + CertBlaster & CBT:**

This ILT Series course, rated 4.9/5.0 in overall quality by ProCert Labs, covers the basic functions and features of Access 2007. Students will learn how to design and create databases; work with tables, fields, and records; sort and filter data; and create queries, forms, and reports. Comes with CertBlaster exam prep software (download) and a companion CBT program.

Designated as Approved Courseware for the Microsoft Certified Application Specialist program, this course will help students prepare for the Access 2007 exam (70-605). For comprehensive certification training, students should complete Access 2007: Level 1, 2, and 3.

### Topic-Level Outline

#### Unit 1 : Getting started

*Topic A: \* Database concepts*

A-1: Identifying database components

A-2: Identifying the advantages of relational databases

*Topic B: \* Exploring the Access environment*

B-1: Starting Access and examining the Access window

B-2: Opening a database

B-3: Using the Navigation Pane

B-4: Examining a database table

*Topic C: \* Getting help*

C-1: Using Help

#### Unit 2 : Databases and tables

*Topic A: \* Planning and designing databases*

A-1: Planning a database

A-2: Creating a database from a template

A-3: Creating a blank database

*Topic B: \* Exploring tables*

B-1: Discussing views

B-2: Examining a table in Datasheet view

B-3: Navigating in a table in Datasheet view

B-4: Examining a table in Design view

*Topic C: \* Creating tables*

C-1: Creating a table by using the table templates

C-2: Creating a table in Design view

C-3: Adding fields and descriptions to a table

C-4: Setting the primary key

C-5: Saving the table

C-6: Adding a record

C-7: Copying, modifying, and deleting a table

C-8: Creating a composite key

#### Unit 3 : Fields and records

*Topic A: \* Changing the design of a table*

A-1: Modifying field names

A-2: Deleting and inserting fields

A-3: Moving a field

A-4: Using the Attachment data type

A-5: Adding a total row

*Topic B: \* Finding and editing records*

B-1: Finding and replacing a value

B-2: Undoing changes

*Topic C: \* Organizing records*

C-1: Sorting records by a single field

C-2: Sorting records by multiple fields

C-3: Using Filter By Selection

C-4: Using Filter By Form

C-5: Using Filter Excluding Selection

C-6: Using Advanced Filter/Sort

C-7: Deleting a record

#### Unit 4 : Data entry rules

*Topic A: \* Setting field properties*

A-1: Setting the Required property

A-2: Using the Allow Zero Length property

A-3: Setting the Field Size property

A-4: Setting the Append Only property

*Topic B: \* Working with input masks*

B-1: Creating an input mask

B-2: Working with the Input Mask Wizard

*Topic C: \* Setting validation rules*

C-1: Creating validation rules

C-2: Setting validation text

#### Unit 5 : Basic queries

*Topic A: \* Creating and using queries*

A-1: Planning a query

A-2: Using the Query Wizard

A-3: Creating a query in Design view

A-4: Saving and running the query

A-5: Sorting query results

A-6: Filtering a query by adding criteria

A-7: Creating a query from a filter

*Topic B: \* Modifying query results and queries*

B-1: Editing query results

B-2: Adding fields to a query

B-3: Finding records with empty fields

*Topic C: \* Performing operations in queries*

C-1: Using comparison operators

C-2: Using the OR condition

C-3: Using the AND condition

C-4: Using the \* wildcard

C-5: Using calculations in a query

C-6: Totaling a group of records

C-7: Using the Avg and Count functions

C-8: Using the Min and Max functions

#### Unit 6 : Using forms

*Topic A: \* Creating forms*

A-1: Examining a form

A-2: Creating a basic form

A-3: Creating a form using the Form Wizard

*Topic B: \* Using Design view*

B-1: Creating a form in Design view

B-2: Adding controls

B-3: Modifying properties

B-4: Applying conditional formatting

*Topic C: \* Sorting and filtering records*

C-1: Using a form to sort records

C-2: Using a form to filter records

#### Unit 7 : Working with reports

*Topic A: \* Reports*

A-1: Examining a report

A-2: Creating a basic report

A-3: Creating a report using the Report Wizard

A-4: Creating a report using Design view

*Topic B: \* Modifying and printing reports*

B-1: Modifying a report in Design view

B-2: Modifying a report in Layout view

B-3: Grouping, sorting, and filtering a report

B-4: Adding summary fields using the Report Wizard

B-5: Modifying the layout and style of a report

B-6: Printing a report