Lesson | 1

Getting Started with Access 2007

Database Basics

- What is Access?
- What is a Database?
- What is a Database Management System?
- How is an Access Database Organized?
- How are Tables Related?

Exercise 1

- Start Access and Open a Database
- Work with the Navigation Pane
- Save a Copy of a Database
- Open and Close Objects in a Database
- Move through a Datasheet or Form
- Sort Records

Exercise 2

- Enter Records
- Edit Records
- Select Records
- Delete Records
- Print Datasheets and Forms
- Print Preview

Exercise 3

- Plan a Database
- Create a Database
- Create a Table from a Datasheet
- Save Changes to a Table Design
- Rename a Field in a Datasheet
- Delete a Field from a Datasheet

Exercise 4

- Open a Database File
- Create a Table with a Template
- Create a Table in Design View
- Select a Field for the Primary Key
- Open a Database Exclusively
- Set a Database Password

END OF LESSON PROJECTS

Exercise 5

- Critical Thinking

Exercise 6

- Curriculum Integration