Access 2007 Level 1

Exploring Access
- Working with Access
- Starting Access
- Using the Interface
- Using the Office Button
- Opening an Existing Database
- Using the Ribbon
- Using the Contextual Tabs
- Using the Quick Access Toolbar
- Using the Mini Toolbar
- Using Database Objects
- Using the Navigation Pane
- Opening a Database Object
- Using Tabbed Documents
- Closing a Tabbed Document
- Closing All Tabbed Documents
- Using the Status Bar
- Using the Options Dialog Box
- Closing a Database
- Exiting Access
- Exploring Access

Creating Tables
- Using Database Templates
- Creating a New Database
- Designing Tables
- Creating a Table in Datasheet View
- Creating a Table in Design View
- Adding Field Names
- Assigning Data Types
- Saving a New Table
- Adding a Field Description
- Setting a Primary Key
- Using Multi-valued Fields
- Creating Tables

Working with Tables
- Using Datasheet View
- Navigating Fields in Tables
- Using Field Templates
- Adding Records
- Moving through Records
- Selecting Records
- Editing Records
- Saving Records
- Deleting Records
- Displaying a Totals Row in a Table
- Working with Tables
Editing Tables
  Changing the Row Height
  Changing the Column Width
  Changing a Font Attribute
  Changing a Cell Effect
  Using Alternate Background Colors
  Selecting a Column
  Moving a Column
  Hiding a Column
  Unhiding a Column
  Freezing a Column

Finding and Filter Data
  Sorting Records
  Finding Specific Records
  Finding Records using Wildcards
  Using Replace
  Using Filter By Selection
  Applying/Removing a Filter
  Using Filter Excluding Selection
  Using the Search Box
  Using Quick Filter
  Using AutoFilter
  Finding and Filtering Data

Printing Data
  Printing Table Data
  Changing the Page Setup
  Using Print Preview
  Printing Selected Records
  Printing Data

Creating Relationships
  Using Related Tables
  Creating a Relationship between Tables
  Setting Referential Integrity
  Viewing Subdatasheets
  Deleting a Join Line
  Creating Relationships

Using Simple Queries
  Using Queries and Recordsets
  Using the Simple Query Wizard
  Creating a Query in Design View
  Opening a Query
  Adding a Table to a Query
  Joining Tables in a Query
  Running a Query
  Using Simple Queries

Modifying Query Results
  Sorting a Query
  Adding Criteria to a Query
  Hiding a Field in a Query
  Displaying a Totals Row in a Query
  Adding a Record using a Query
  Printing a Query
  Modifying Query Results
Analyzing Tables
  Analyzing a Table
  Using Relationships in Splits
  Using the Table Analyzer Wizard
  Using the Performance Analyzer

Creating Basic Forms
  Using Forms
  Using the Form Button
  Adding a Record using a Form
  Using the Calendar for Date Picking
  Using the Form Wizard
  Viewing Records in a Form
  Printing Records in a Form
  Basing a Form on a Query

Creating Basic Reports
  Using Reports
  Using the Report Button
  Using Print Preview - Reports
  Printing Pages of a Report
  Using the Report Wizard
  Changing Views in a Report
  Grouping and Summarizing Report Data
  Basing a Report on a Query