

**SYSTEMETRICS  
HANDS-ON, PERSONAL  
COMPUTER SEMINAR**

**Introduction to  
Microsoft Access  
2007 - 2010**

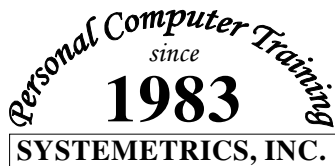
**Duration:** 1 day (6 hours)

**Prerequisite(s):** Familiarity with the Windows environment and at least one other Office 2007/2010 application

**Environment:** Microsoft Windows

**Version(s):** Access 2007 and 2010.  
*Not applicable to earlier versions of Access.*

**Support:** Upon completion of this seminar, the student will be entitled to unlimited, free telephone support in Access.



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**Who Should Take This Seminar:** *Introduction to Microsoft Access 2007 - 2010* is designed to introduce the student to Microsoft Access, the popular database product. Upon completion of this seminar the student will be able to design and use database tables, forms, queries, and reports. *The student should be familiar with Windows basics and at least one other Office 2007/2010 application before taking this seminar. This seminar is not appropriate for students using earlier versions of Microsoft Access.* Those uncertain whether this seminar is appropriate for them should call Systemetrics at (401) 275-2200, extension 121.

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**Seminar Outline**

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**I. Understanding Database and Access Basics**

- A. Understanding database terminology
- B. Understanding Access screens
- C. Understanding Access objects
- D. Using the Navigation Pane

**II. Working with an Existing Database**

- A. Working with datasheets and forms
  - 1. Navigating among fields and records
  - 2. Adding, editing, deleting and sorting records
  - 3. Finding and filtering records
- B. Printing database objects

**III. Creating a New Database and Database Objects**

- A. Creating and using tables
  - 1. Establishing fields
  - 2. Defining field properties
  - 3. Defining a primary key field
- B. Creating and using forms
  - 1. Establishing and changing form layout
  - 2. Creating controls of different types
  - 3. Defining control properties
- C. Creating and using Select Queries
  - 1. Defining query design
  - 2. Viewing query results
  - 3. Establishing query criteria, including wildcards
  - 4. Referencing multiple tables in a query
  - 5. Creating calculated fields
- D. Creating and using reports
  - 1. Establishing and changing report layout
  - 2. Grouping and summarizing data
  - 3. Printing a report
  - 4. Creating mailing labels