

# SYSTEMETRICS HANDS-ON, PERSONAL COMPUTER SEMINAR

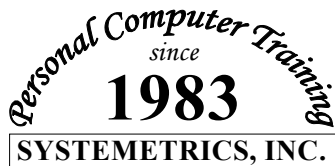
## Upgrading to Microsoft Access 2007

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

**Prerequisite(s):** Familiarity with earlier versions of Microsoft Access and with other Office 2007 programs.

**Environment:** Microsoft Windows

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



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**Who Should Take This Seminar:** *Upgrading to Microsoft Access 2007* is designed to show students the differences between Microsoft Access 2007 and the earlier versions of Microsoft Access. Students should already be familiar with the ribbons and other aspects of the Fluent User Interface used in all Office 2007 applications. Those not familiar with the ribbons should attend Systemetrics' *Upgrading to Microsoft Office 2007* seminar before attending this seminar. Those uncertain whether this seminar is appropriate for them should call Systemetrics at (401) 275-2200, extension 121.

### Seminar Outline

- I. General Changes to Access**
  - A. Access 2007 screens, ribbons and toolbars
  - B. Managing security
  - C. Working in the Navigation Pane
  - D. Accessing object windows with tabs
  - E. Using the Date Picker
  - F. Saving data to PDF files
- II. Changes to Datasheets**
  - A. Alternating background colors for rows
  - B. Including datasheet totals
  - C. Finding and filtering data
- III. Changes to Tables**
  - A. Creating and modifying tables
  - B. Understanding the Attachment data type
  - C. Propagating field properties
  - D. Using Multivalue fields
  - E. Formatting and maintaining history in memo fields
  - F. Working with external data
- IV. Changes to Queries**
  - A. Creating and modifying queries
  - B. Understanding Union, Pass-Through and Data Definition Queries
- V. Changes to Forms And Reports**
  - A. Creating and modifying forms and reports
  - B. Understanding Layout View
  - C. Using the enhanced Field List Pane
  - D. Using Embedded Macros
  - E. Using the Split Form default view
  - F. Understanding Report View
  - G. Finding, filtering, copying and drilling report data
  - H. Adding summary fields to a report
  - I. Hiding detail records on a report
  - J. Grouping and sorting on a report
  - K. Including command buttons on reports
- VI. Changes to Macros**
  - A. Using the Arguments column
  - B. Understanding Trusted Actions and Untrusted Actions
  - C. Using Macro Variables
  - D. Using error handling
- VII. New Features**
  - A. Collecting data via e-mail