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Department of Continuing Education

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Semester Start Dates:

- September 21
- October 19
- November 9
- December 14

Online Course Format:

- Led by an expert instructor
- Interactive discussion areas
- New sessions begin monthly
- 6 weeks, 12 lessons

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Introduction to Microsoft Access 2007 \$99

Learn how Microsoft's powerful and award-winning database can help you manage, store, search, analyze, and display important information you've collected about your business, home, community, or any other entity. In this practical and project oriented hands-on workshop, you'll learn how to create tables filled with fields and records. You'll build relationships, between the tables to eliminate redundancies and slash data entry time. You'll discover how to achieve huge reductions in data entry errors by setting default values, creating validation rules, and building input masks. You'll find out how to make your database more user-friendly with custom data entry forms, smart lists, and other sophisticated controls. You'll learn how to retrieve exactly what you need from your database with powerful queries and reports, and you'll even start automating routine tasks with labor-saving macros.

Requirements:

- Microsoft Windows XP or Vista
- Microsoft Access 2007 or Microsoft Office Professional 2007 (please be sure to install this software on your computer before course begins)
- Internet access
- e-mail
- Microsoft Internet Explorer or Mozilla Firefox Web browser
- Adobe Flash (free download at <http://www.adobe.com/downloads>)
- Adobe Acrobat (free download at <http://www.adobe.com/downloads>)

Note: This course is not suitable for Macintosh users, nor for users of any older versions of Microsoft Access.

* Unfortunately, if you have the 2010 version of Microsoft Office, it won't work with Office 2003 or Office 2007. Also, we won't be able to support you in the discussion area at this time. The good news is, the 2010 courses are coming soon!

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