



The Fountain Green Group

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Access 2007 Essential Training - 02NYL647 - lynda.com

Product Description Time

Access 2007 Essential Training

Approximately 5 Hours 30 Minutes

From using predefined Access 2007 Database applications to building them from scratch, Access 2007 Essential Training covers each step of understanding, creating, and modifying Databases for custom business purposes. Instructor David Rivers shows even the most Database-challenged how to utilize this powerful software for creating Reports and Charts, as well as for business record keeping and analysis.

Note: Exercise files accompany the tutorials



lynda.com



David Rivers

Table of Contents (1 CD)

Released on: 10/10/2007

Introduction	0:47
1. Getting Started with Access	34:17
2. Creating Databases and Tables	39:23
3. Working with Fields and Records	14:24
4. Creating Data Entry Rules	19:34
5. Relational Database Techniques	19:35
6. Working with Queries	26:34
7. Working with Formts	51:37
8. Working with Reports	49:37
9. Working with Macros	28:01
10. Sharing Data with Word and Excel	20:48
11. Working with Charts	12:35

Introduction

Welcome 0:47

1. Getting Started with Access

Database Concepts and Terminology 10:12

Starting Access 5:15

The Getting Started Window 4:42

The Quick Access Toolbar 3:51

Opening an Existing Access Database 2:51

The Work Environment 9:38

Customizing the Access Environment 6:48



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2. Creating Databases and Tables	
Planning and Designing Databases	2:38
Working with Fields	5:31
Choosing Keys	3:42
Creating Tables	3:10
Creating Fields	6:30
Working with Records	5:05
Working with Data	7:15
Checking Spelling	5:32
3. Working with Fields and Records	
Modifying Table Design	6:08
Finding and Editing Records	3:39
Organizing and Sorting Records	4:58
4. Creating Data Entry Rules	
Setting Field Properties	5:32
Using input Masks	5:36
Setting Validation Rules	8:26
5. Relational Database Techniques	
Creating Key Fields	4:56
Creating Table Relationships	5:58
Enforcing Referential integrity	4:17
Using Subdatasheets	4:24
6. Working with Queries	
Creating a Query Using the Wizard	5:15
Creating a Query from Scratch	6:34
Modifying a Query in Design View	4:41
Performing Calculations on a Group of Records	2:37
Creating Flexible Queries	7:27
7. Working with Formts	
Introduction to Formts	2:08
Creating Formts with the Formt Wizard	6:27
Creating Formts from the Design View	5:00
Modifying a Formt's Design	8:09
Creating subFormts	6:19
Adding Command Buttons to a Form	5:57
Sorting and Filtering with Formts	6:17
Switchboards vs. the Navigation Pane	11:20



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Product Description	Time
8. Working with Reports	
Using the Report Wizard	6:09
Modifying Reports in Design View	7:30
Adding Custom Calculated Fields to a Report	7:11
Formtating Reports	9:49
Summarizing Report informtation	7:58
Creating a Mailing Label Report	6:26
Printing Reports	4:34
9. Working with Macros	
Creating Macros	4:57
Attaching Macros	5:01
Automating Data Entry with Macros	7:49
Validating Data with Macros	7:16
Creating Auto-Executing Macros	2:55
10. Sharing Data with Word and Excel	
Importing Data into Access	6:14
Using Package and Sign	5:28
Sharing Via E-mail	4:29
Exporting Data to Excel	4:37
11. Working with Charts	
Working with Charts	7:14
Working with Pivot Charts	5:21