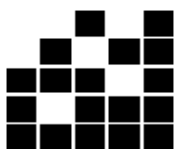


Access 2007 New Features

Audience	This course is appropriate for those who are familiar with the features of Access 2000/XP/2003 and Windows who want to develop an understanding of the differences between Access 2000/XP/2003 and Access 2007. Students should be familiar with Access at least at a basic level.
Description	This course uses a combination of lecture and hands on guided instructions to familiarize students with the differences between Access 2000/XP/2003 and Access 2007. The focus will be to give an overview of the differences, not a detailed explanation and instruction on each feature. The intention is not to teach functionality to students who are not familiar with the topic, but to familiarize experienced users with where the features are now in the program.
Objectives	Upon successful completion of the course, students should be able to: <ul style="list-style-type: none">■ Recognize the elements of the new Access screen■ Navigate the database using the new navigation pane■ Display various elements of the database■ Use column sort and filter tools■ Add new fields using New Field column■ Create a field to store multiple values■ Create a new query and table■ Switch between design and datasheet views■ Import/export data■ Copy and paste data from Excel■ Display relationships in the database■ Document and Analyze the database data■ Use the automatic form creation feature to create a simple and split form■ Use the automatic report creation feature to create a simple report; edit and filter the report
Length	50 minutes

I. Screen and Database Manipulation	1. Quick Access Toolbar
A. Common Features	2. MS Office Button
	3. Ribbon



- B. MS Office button
- C. Navigation Pane
- D. Datasheet Tab
- E. Database Tabs
- F. Enhanced Sorting and Filtering Tools
- G. Add new fields using the New Field column

II. Home tab

- A. Some groups and commands that are the same as other 2007 applications
- B. Some groups are specific to Access
- C. Ability to store multiple values in a field

III. The Create Tab

- A. Create new tables, forms and reports
- B. Switching between Design and Datasheet views

IV. The External Data Tab

- A. Import data
- B. Export Data
- C. SharePoint interface
- D. Copy and Paste data

V. Database Tools

- A. Relationships display in the current database
- B. Database documenter
- C. Table Analyzer

VI. Forms and reports

- A. Simple and Split Forms automatically generated
- B. Reports automatically generated