

# A Quick Microsoft Access 2007 Tutorial

By Charles W. Neville, © Charles W. Neville, with modification by Leith Chan, Vicky Wong and Steven Lu

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This tutorial is intended for students who need a quick introduction to Microsoft Access, but it will be useful to anyone needing such an introduction. To get the full benefit of this tutorial, you will need a computer with 500 megahertz (MHz) processor or higher and running one of Microsoft Windows XP with Service Pack (SP) 2, Windows Server 2003 with SP1, or later operating system. You will also need at least 1.5 gigabyte (GB) hard disk space to have Microsoft Access 2007 installed (a portion of this disk space will be freed after installation if the original download package is removed from the hard drive).

*Microsoft Access 2007 provides a library of prebuilt database solutions to get you started quickly*



## Introduction

**Though Microsoft Access** is NOT synonymous with database systems; there are more copies of Microsoft Access in use than any other database system. It therefore behooves computer science students to be at least superficially familiar with MS Access. This tutorial will guide you through some of the basic point-and-click stuff, and will even show you how to issue complex SQL (Structured Query Language) queries. You will open the Northwind Microsoft sample database and query it in various ways. This is a HANDS-ON tutorial; it gives you step-by-step directions for carrying out simple tasks in Access. As you read, you should have a copy of the Northwind database open in Microsoft Access 2007, and you should carry out the tasks yourself, exactly as directed.

**First, a few words** about what Microsoft Access 2007 is and isn't. People who don't really understand what a relational database system is, and people who don't actually understand what Microsoft Access 2007 is, will

# Microsoft Access 2007 Beginners Guide

**L Reisser**



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