

# 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

**Kenneth Hess**



## **Microsoft Access 2007 Beginners Guide:**

**Access 2013 Absolute Beginner's Guide** Alison Balter,2013-04-18 Make the most of Access 2013 without becoming a technical expert This book is the fastest way to master Access and use it to build powerful useful databases of all kinds even web application databases Even if you ve never used Access before you ll learn how to do what you want one incredibly clear and easy step at a time Access has never ever been this simple Who knew how simple Access 2013 could be This is the easiest most practical beginner s guide to using Microsoft s incredibly powerful new Access 2013 database program simple reliable instructions for doing everything you really want to do Here s a small sample of what you ll learn Create tables to efficiently store and navigate your data Build queries that retrieve exactly the information you want Design intuitive forms that help your users work more efficiently Build reports that answer key questions intuitively and visually Learn easy techniques for designing more reliable databases Work faster with AutoForms AutoReports and other shortcuts Automate repetitive tasks and build more polished databases with macros Share Access data with Excel SQL Server and other applications Solve complex problems with advanced query form and reporting techniques Build modern web databases that serve users through browsers Run your database on the cloud through Microsoft Office 365 Construct a complete database application from start to finish And much more Alison Balter President of InfoTech Services Group Inc has spent 25 years training and consulting on Microsoft Access and related applications with top organizations such as Cisco Shell Accenture Northrop the U S Drug Enforcement Administration Prudential Transamerica Fox Broadcasting and the U S Navy She travels throughout North America delivering seminars on Access and has authored 14 books and videos for Pearson including Microsoft Access 2010 LiveLessons and Alison Balter s Mastering Access 2007 Development She is past president of the Independent Computer Consultants Association of Los Angeles Category Databases Covers Microsoft Access 2013 User Level Beginning [The Unofficial Guide to Microsoft Office Access 2007](#) Jim Keogh,2008-02-11 The inside scoop for when you want more than the official line Microsoft Access 2007 may be a major new update but to use it with confidence you ll need to know its quirks and shortcuts Find out what the manual doesn t always tell you in this insider s guide to using Access 2007 in the real world What s the best way to use the new features What are intelligent forms From setting up tables to encrypting databases first get the official way then the best way from an expert Unbiased coverage of how to get the most out of Access from using the Quick Launch Toolbar and Office Button to building a database from scratch Savvy real world advice on everything from using form views PivotTables and PivotCharts to writing questions in the form of a query Time saving techniques and practical guidance on creating smart macros collaborating with others using SharePoint r and adding pizzazz to reports Tips and hacks that help you work around Access quirks avoid pitfalls and increase your productivity Sidebars and tables on sorting rules for special characters predefined sizes for number data types and more [Absolute Beginner's Guide to Computer Basics](#) Michael Miller,2010 Everything casual users need to know to get the most out of their new Windows 7

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*Microsoft Office Access 2007 Inside Out* Jeff Conrad, John L. Viescas, 2007-04-11 You're beyond the basics, so dive right in and really put your database skills to work. This supremely organized reference is packed with hundreds of time-saving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle Access 2007 and challenge yourself to new levels of mastery. Create tables that support your database design strategy. Import and link to data from spreadsheets, text files, databases, and other ODBC data sources. Build simple to complex queries to manipulate data. Learn advanced techniques for building and customizing user interface forms. Design attractive reports to calculate and analyze large sets of data. Automate your application with Microsoft Visual Basic R for Applications. Customize the Office Fluent Ribbon. Explore using XML and Windows R, SharePoint R, Services to create Web-based applications. CD includes Fully

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**Microsoft Office Access 2007 All-in-One Desk Reference For Dummies** Alan Simpson, Margaret Levine Young, Alison Barrows, April Wells, Jim McCarter, 2011-03-01 Updated to cover all the latest features and capabilities of Access 2007 this resource provides new and inexperienced Access users with eight task oriented minibooks that cover beginning to advanced level material Each minibook covers a specific aspect of Access such as database design tables queries forms reports and macros Shows how to accomplish specific tasks such as database housekeeping security data and using Access with the Web Access is the world's leading desktop database solution and is used by millions of people to store organize view analyze and share data as well as to build powerful custom database solutions that integrate with the Web and enterprise data sources

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### **Table of Contents Microsoft Access 2007 Beginners Guide**

1. Understanding the eBook Microsoft Access 2007 Beginners Guide
  - The Rise of Digital Reading Microsoft Access 2007 Beginners Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Access 2007 Beginners Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Access 2007 Beginners Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Access 2007 Beginners Guide
  - Personalized Recommendations
  - Microsoft Access 2007 Beginners Guide User Reviews and Ratings
  - Microsoft Access 2007 Beginners Guide and Bestseller Lists

5. Accessing Microsoft Access 2007 Beginners Guide Free and Paid eBooks
  - Microsoft Access 2007 Beginners Guide Public Domain eBooks
  - Microsoft Access 2007 Beginners Guide eBook Subscription Services
  - Microsoft Access 2007 Beginners Guide Budget-Friendly Options
6. Navigating Microsoft Access 2007 Beginners Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Microsoft Access 2007 Beginners Guide Compatibility with Devices
  - Microsoft Access 2007 Beginners Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Access 2007 Beginners Guide
  - Highlighting and Note-Taking Microsoft Access 2007 Beginners Guide
  - Interactive Elements Microsoft Access 2007 Beginners Guide
8. Staying Engaged with Microsoft Access 2007 Beginners Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Access 2007 Beginners Guide
9. Balancing eBooks and Physical Books Microsoft Access 2007 Beginners Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Access 2007 Beginners Guide
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Access 2007 Beginners Guide
  - Setting Reading Goals Microsoft Access 2007 Beginners Guide
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Access 2007 Beginners Guide
  - Fact-Checking eBook Content of Microsoft Access 2007 Beginners Guide
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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