Microsoft Office 2007 Access Specialist

This online learning program was developed by the NYS & CSEA Partnership for Education and Training for CSEA-represented New York State employees who use the Microsoft Office 2007 suite of applications. The Microsoft Office Access Specialist ensures that employees have an advanced understanding of Microsoft Access. Participants are required to successfully complete eight core courses and achieve a passing grade of 70% or higher in each course.

Required Courses

Getting Started with Access 2007 – 1.5 hours
This course provides an introduction to Access 2007 and demonstrates how to navigate within its user interface.

Basic Access 2007 Tables – 2.5 hours
This course explains the use of table templates, Design and Datasheet views, field creation, data types, modifiable properties, and demonstrates the use of masked input fields and indexing. The course also explores viewing, editing, navigating, sorting, finding, and filtering records, in addition to printing data and implementing and maintaining table relationships.

Basic Access 2007 Forms – 2.0 hours
This course explores controls: the available types, how they are added to a form, how their properties are set, and how they are resized, moved, grouped, and positioned on a form. The creation and management of records in forms using different navigational methods, sorting and filtering options, and printing forms are also covered.

Queries and Reports in Access 2007 – 2.5 hours
This course explores the use of the Query Wizard and demonstrates how to create or modify a query in order to achieve specific results. This course also covers the Expression Builder, calculated fields, grouping options for displaying query results, and crosstab, unmatched, and duplicate queries. The use of Reports using the Report Wizard, Blank Report, Report Design, and Labels are covered.

Importing and Exporting Data and Data Presentation in Access 2007 – 2.0 hours
This course explains and demonstrates the various methods of importing, exporting, and linking to external data sources. It also describes how to create and modify PivotTables and PivotCharts as an alternate way to organize and present database data.

Advanced Data Management in Access 2007 – 3.5 hours
This course explains and demonstrates retrieving and validating data, using subforms and subreports, as well as applying conditional formatting in Access 2007 tables, forms, and reports. Advanced query methods are explored as a means to retrieve desired results and to have those results displayed in such a way that the data is easy to interpret and analyze.

Programmability and Administration in Access 2007 – 1.5 hours
This course explains how SharePoint sites can be used with Access and demonstrates options such as moving data to a SharePoint site, publishing data to a SharePoint site, importing from or linking to a SharePoint list, creating an Access view of a SharePoint list, working offline with SharePoint lists, and tracking data versioning in SharePoint.

Database Administration in Access 2007 – 3.0 hours
This course explains how to personalize, maintain and optimize an Access 2007 database. It also demonstrates how to secure and share your database information. Switchboards, a menu-based user interface, are also discussed.