

# Learn Microsoft® Office Access® 2007 Step by Step, Level 1

## Practice File Guide

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To install the 2007 Microsoft® Office system software, your computer must meet the following minimum requirements:

- 500 megahertz (MHz) processor
- 256 megabytes (MB) RAM
- CD or DVD drive
- 2 gigabytes (GB) available hard disk space  
Note: Hard disk requirements will vary depending on configuration; custom installation choices may require more or less hard disk space.
- Monitor with 800 × 600 screen resolution; 1024 × 768 or higher recommended
- Keyboard and mouse or compatible pointing device
- Internet connection, 128 kilobits per second (Kbps) or greater, for download and activation of products, accessing Microsoft Office Online and online Help topics, and any other Internet-dependent processes
- Windows Vista® with Service Pack 1 (SP1) or later, Windows® XP with Service Pack 2 (SP2), or Windows Server® 2003 or later
- Windows Internet Explorer® 7 or Microsoft Internet Explorer 6 with service packs

In addition to the hardware, software, and connections required to run the 2007 Microsoft Office system, you will need the following to successfully complete the exercises in this book:

- Microsoft Office Access® 2007, Microsoft Office Excel® 2007, Microsoft Office Outlook® 2007, Microsoft Office Word 2007.
- Access to a printer
- 52 MB of available hard disk space for the practice files

The practice files necessary to complete these exercises are available in the following file:

50135A-EN\_Access07\_Stdnt\_PracFiles.zip.

The exercises assume that you will extract these files into the *Documents\Microsoft Press\SBSAccess2007* folder, but you can extract them into any folder of your choosing.

The practice files are organized in module-specific folders, as indicated in the table on the following page.

Microsoft Office Access 2007 Step by Step Exercise Map

| Page    | Description   | Folder\Practice File  |
|---------|---|---|
| 4-9     | Explore the user interface.                                   | AccessIntro\Working.accdb   |
| 14-15   | Open, explore, and close a database.                          | AccessIntro\Opening.accdb   |
| 17-21   | Explore tables.   | AccessIntro\Tables.accdb  |
| 22-25   | Explore queries.  | AccessIntro\Queries.accdb   |
| 26-29   | Explore forms.  | AccessIntro\Forms.accdb   |
| 30-32   | Preview a report.   | AccessIntro\Reports.accdb   |
| 34-37   | Preview a table and a form.                                   | AccessIntro\Print.accdb   |
| 41-43   | Use a template as the basis for a database.                   | none  |
| 45-49   | Create a table in a blank database, and then add records.     | none  |
| 50-51   | Use a template as the basis for a table.                      | DatabasesTables\TableTemplate.accdb   |
| 52-54   | Change table formatting.                                      | DatabasesTables\Manipulating.accdb  |
| 59-60   | Create a form that uses all the fields in a table.            | DataEntry\CreateFormTool.accdb  |
| 61-67   | Change a form's properties.                                   | DataEntry\RefineProperties.accdb  |
| 68-73   | Move labels and controls on a form.                           | DataEntry\RefineLayout.accdb  |
| 79-81   | Sort a table based on one field and then multiple fields.     | DataDisplay\SortTable.accdb   |
| 82-85   | Filter a table based on one filter and then multiple filters. | DataDisplay\FilterTable.accdb   |
| 87-90   | Find a record by filtering a form.                            | DataDisplay\FilterForm.accdb  |
| 95-97   | Import Access tables.   | DataImport\ImportAccess.accdb<br>DataImport\Products.accdb  |
| 99-101  | Populate a table with data from an Excel worksheet.           | DataImport\ImportExcel.accdb<br>DataImport\Customers.xlsx   |
| 107-109 | Populate a table with data from a comma-delimited text file.  | DataImport\ImportText.accdb<br>DataImport\Employees.txt   |
| 111-113 | Create tables from two types of XML files.                    | DataImport\ImportXML.accdb<br>DataImport\Orders.xml<br>DataImport\OrderDetails.xml<br>DataImport\OrderDetails.xsd |
| 115-116 | Populate a table with data from an HTML file.                 | DataImport\ImportHTML.accdb<br>DataImport\NewCust.html  |
| 117-118 | Create a table with data from an Outlook Contacts folder.     | Outlook Contacts folder with contact records  |
| 119     | Populate a table with data from a dBASE database.             | DataImport\ImportDbase.accdb<br>DataImport\Ship.dbf   |

| Page    | Description  | Folder\Practice File                                       |
|---------|--|--|
| 123-124 | Export a table as a new Access database.                     | DataExport\ExportAccess.accdb<br>DataExport\Exported.accdb |
| 125-127 | Export a table as a new Excel workbook.                      | DataExport\ExportExcel.accdb                               |
| 131-132 | Export a form as an RTF document.                            | DataExport\ExportWord.accdb                                |
| 134-136 | Export a table as both formatted and unformatted text files. | DataExport\ExportText.accdb                                |
| 137-138 | Export a table as an XML file.                               | DataExport\ExportXML.accdb                                 |
| 139-142 | Export a report as linked HTML files.                        | DataExport\ExportHTML.accdb                                |
| 143-146 | Copy Access data to Excel and Word.                          | DataExport\CopyOffice.accdb                                |