SOFTWARE TRAINING CENTER

Access 2010 Level 1 & 2

Duration: 2 Days

Course Overview:

Access Level 1 and 2 are combined into a single introduction to Access 2010 course. This two-day course is for the individual whose job responsibilities include designing and creating new databases, tables and relationships, creating and maintaining records, locating records and producing reports based on a database. It also provides the fundamental knowledge and techniques needed to advance to more complex Access responsibilities such as maintaining databases and using programming techniques that enhance Access applications.

Who Should Attend: This course is designed for students who wish to learn the basic operations of the Microsoft Access Database program to perform their day-to-day responsibilities, and to understand the advantages that using a relational database program can bring to their business processes.

Prerequisites: Prospective students should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Familiarity with the Office 2010 environment is helpful.

Course Outline:

Day 1

Getting Started with Access Databases
- Elements of the Access 2010 Interface
- Identify the Components of a Database
- Examine the Relational Database Design Process

Building the Structure of a Database
- Create a New Database
- Create a Table Using the Design View
- Manage Tables
- Establish Table Relationships

Managing Data in a Table
- Modify Table Data
- Sort and Filter Records
- Work with Subdatasheets

Querying a Database
- Create a Query
- Add Criteria to a Query
- Add a Calculated Field to a Query
- Calculations on a Record Grouping

Designing Forms
- Create and Modify a Form
- View Data Using an Access Form

Generating Reports
- Create a Report
- Add a Control to a Report
- Format the Controls in a Report
- Enhance the Appearance of a Report
- Prepare a Report for Print

Day 2

Controlling Data Entry
- Constrain Data Entry Using Field Properties
- Establish Data Entry Formats
- Create a List of Values for a Field

Joining Tables
- Create Query Joins
- Join Tables with No Common Fields
- Relate Data within a Table

Creating Flexible Queries
- The Select Query Properties
- Retrieve Records Based on Input Criteria
- Create Action Queries

Improving Forms
- Restrict Data Entry in Forms
- Organize Information with Tab Pages
- Add a Command Button to a Form
- Create a Subform
- Display a Summary of Data in a Form
- Change Display of Data Conditionally

Customizing Reports
- Organize Report Information
- Format Reports and Control Pagination
- Summarize Report Information
- Add a Subreport to an Existing Report
- Create a Mailing Label Report

Sharing Data Across Applications
- Import Data into Access
- Export Data to Text File Formats
- Export Access Data to Excel
- Create a Mail Merge