Microsoft Access 2010
Level 1

Length:	**1 Day**
Technology:	**MS Access 2010**
Delivery Method:	**Instructor-led (classroom)**

About this Course

This one-day instructor-led course provides students with an overview of the features and functions of Microsoft Access 2010.

Audience Profile

✓ This course is intended for information workers who want to learn beginning level Access 2010 skills.

At Course Completion

After completing this course, students will be able to:

✓ Work in Access 2010.
✓ Understand database concepts.
✓ Explore tables.
✓ Explore forms.
✓ Explore queries.
✓ Explore reports.
✓ Preview and print Access objects.
✓ Create databases from templates.
✓ Create databases and tables manually.
✓ Manipulate table columns and rows.
✓ Refine table structure.
✓ Create relationships between tables.
✓ Create forms by using the Form tool.
✓ Change the look of forms.

- ✓ Change the arrangement of forms.
- ✓ Sort information in tables.
- ✓ Filter information in tables.
- ✓ Filter information by using forms.
- ✓ Locate information that matches multiple criteria.
- ✓ Create reports by using a wizard.
- ✓ Modify report design.
- ✓ Preview and print reports.

Course Details

- ✓ **Module 1: Explore an Access 2010 Database**

This module discusses the Access interface and explores various database components, including tables, forms, queries, and reports.

- ✓ **Module 2: Create Databases and Simple Tables**

This module explains how to create databases and tables, either manually or from templates, and how to change table formatting and structure. It also explains how to create relationships between tables.

- ✓ **Module 3: Create Simple Forms**

This module explains how to create forms to view and enter data, modify the appearance of a form, and customize the layout of a form.

- ✓ **Module 4: Display Data**

This module explains how to display information in useful ways, by sorting and filtering tables, and by filtering information in forms.

- ✓ **Module 5: Create Simple Reports**

This module explains how to extract information from a database as a report. It also explains how to modify report design and preview and print reports.

Prerequisites

Before attending this course, students must have:

- ✓ Basic computer knowledge.
- ✓ Basic file-management skills.