Microsoft Access 2010
Level 2

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 intermediate-level Access 2010 skills.

At Course Completion

After completing this course, students will be able to:

- ✓ Restrict the type of data.
- ✓ Restrict the amount of data.
- ✓ Restrict the format of data.
- ✓ Restrict data by using validation rules.
- ✓ Restrict data to values in lists.
- ✓ Restrict data to values in other tables.
- ✓ Modify forms created by using a wizard.
- ✓ Add controls.
- ✓ Add subforms.
- ✓ Use e-mail forms to collect data.
- ✓ Create queries by using a wizard.
- ✓ Create queries manually.
- ✓ Use queries to summarize data.
- ✓ Use queries to perform calculations.

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- ✓ Use queries to update records.
- ✓ Use queries to delete records.
- ✓ Create reports manually.
- ✓ Modify report content.
- ✓ Add subreports.

Course Details

- ✓ **Module 1: Maintain Data Integrity**

This module explains how to ways to help ensure the accuracy of data entered into a database.

- ✓ **Module 2: Create Custom Forms**

This module explains how to customize forms to facilitate data entry and display.

- ✓ **Module 3: Create Queries**

This module explains how to use the Query wizard to create a select query, how to use the Query Designer to created less common queries, and how to perform calculations and update and delete table information.

- ✓ **Module 4: Create Custom Reports**

This module explains how to extract information from a database as a report. It also explains how to modify a report content and add a subreport.

Prerequisites

Before attending this course, students must have:

- ✓ Basic computer knowledge.
- ✓ Basic file-management skills.
- ✓ Basic knowledge of the Access 2010 interface and database, table, and form creation and manipulation.

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