

Microsoft Access 2010 Level 3



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 more complex features and functions of Microsoft Access 2010.

Audience Profile

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

At Course Completion

After completing this course, students will be able to:

- ✓ Import information.
- ✓ Export information.
- ✓ Copy to and from other Office programs.
- ✓ Create navigation forms.
- ✓ Create custom categories.
- ✓ Control which features are available.
- ✓ Assign passwords to databases
- ✓ Split databases.
- ✓ Secure databases for distribution.
- ✓ Prevent database problems.
- ✓ Change default program options.
- ✓ Customize the ribbon.
- ✓ Customize the Quick Access Toolbar.

Course Details

✓ **Module 1: Import and Export Data**

This module explains how to populate the tables of a database by importing existing information from other sources and how to use information that exists in an Access database in other programs.

✓ **Module 2: Make Databases User Friendly**

This module explains how to make databases easier to access and manipulate, and more difficult to unintentionally change or delete.

✓ **Module 3: Protect Databases**

This module explains how to ensure that a database's data is secure and that its data is available and useable.

✓ **Module 4: Customize Access**

This module explains how to customize the program options to suit your work needs.

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.