MICROSOFT ACCESS 2010
INTRODUCTION COURSE OUTLINE
1 DAY

OVERVIEW

This course is designed for delegates who wish to gain a basic understanding of the principles of a database using Microsoft Access.   Access is a very powerful tool which allows the user to create tables, queries and reports with ease.

WHO SHOULD ATTEND

This course is designed for students who are interested in learning the fundamentals needed to create and modify basic Microsoft Office Access 2010 databases.

PREREQUISITE COMMENTS

Students should be familiar with using personal computers and have used a mouse and keyboard. Students should be comfortable in the Windows environment and be able to use Windows to manage information on their computer. Specifically, students should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

TOPICS	TOPICS
DATABASE TERMINOLOGY	**QUERY SECTION**
• **Terminology and Database Concepts**	• **Creating a Simple Query**
• **Database Structure**	• **Filtering Options**
• **Working with Views**	• **And, Or, Like, Null, Not Null**
• **Backups**	• **Greater than, Less than**
TABLE SECTION	**FORMS SECTION**
• **Creating a Basic Table**	• **Creating /Designing a Basic Form**
• **Data Types**	• **Calculated Fields**
• **Field Properties**	• **Printing Forms**
• **Formatting Data in Tables**	**REPORT SECTION**
• **Table Validations / Rules**	• **Designing and Modifying Reports**
• **Default Value**	• **Grouping and Sorting**
• **Viewing and Editing**	• **Printing Reports**
• **Primary Keys**	• **Printing Labels**
• **Find and Replace**	**IMPORTING / EXPORTING DATA**
• **Sorting**	• **Exporting Data**
• **Filter by Selection**	• **Importing Data**
• **Print Preview**	• **Linking Data**
• **Page Orientation**	
• **Headers and Footers**	