



Microsoft Access 2010 – Basic

This course covers the basic functions and features of Access 2010. After an introduction to database concepts and the Access environment and Help systems, students will learn how to design and create databases. Then they will work with tables, fields, and records; sort and filter data; and set field properties and data entry rules. Students will then learn to create queries, forms, and reports.

Course Length

Access 2010 Basic is an one day course.

Prerequisites and Target Audience

Windows 7: Basic or equivalent experience. This course targets individuals interested in learning the features of Microsoft Access 2010.

Topics

Getting started

- Database concepts
- Exploring the Access environment
- Getting help

Databases and tables

- Planning and designing databases
- Exploring tables
- Creating tables

Fields and records

- Changing the design of a table
- Finding and editing records
- Organizing records

Data entry rules

- Setting field properties
- Working with input masks
- Setting validation rules

Basic queries

- Creating and using queries
- Modifying query results and queries
- Performing operations in queries

Using forms

- Creating forms
- Using Design view
- Sorting and filtering records

Working with reports

- Creating reports
- Modifying and printing reports