



computer training options

Microsoft Access 2010 **Level 1 Training**

Introduction:

The skills and knowledge acquired in Microsoft Access 2010 Level 1 are sufficient to be able to create database systems, enter, edit and delete data in database files, produce information in forms and reports and generate queries on the data.

Learning Outcomes:

At the completion of Access 2010 Level 1 you should be able to:

- understand how Access is used and how to navigate around it
- design a database with lookup tables
- create a database structure using Access 2010
- modify the structure of an existing table
- add records to a new table
- add transactional records to a lookup database
- work with the records in a database table
- sort and filter records in a table
- create simple and effective queries
- create meaningful reports from tables
- create and use a variety of forms

Target Audience:

Microsoft Access 2010 Level 1 is designed for users who need to know how to create databases and to manipulate data to provide viable information.

Duration:

1 Day

Courseware:

High quality learning materials are available for purchase by participants.

Participants will also be presented with a certificate of achievement upon completion of the course.

Computer Training Options

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Ph: 1300 667 660 Email: training@cto.com.au Web: www.cto.com.au



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Course Content

Access 2010 Orientation

Understanding Microsoft Access 2010
Starting Access
Understanding The Backstage View
Opening An Existing Database File
Understanding The Access 2010 Screen
Working With The Navigation Pane
Working With A Table
Working With Other Database Objects
Closing A Database File
Exiting From Access 2010

Designing A Lookup Database

Understanding How Access Stores Data
Understanding Access 2010 Data Types
Scoping Your New Database
Identifying Table Problems
Refining Table Structures
Finalising The Design

Creating A Lookup Database

Creating A New Database File
Creating The Lookup Table
Defining The Primary Key
Saving And Closing A Table
Creating The Transaction Table
Understanding Lookup Table Relationships
Connecting To A Lookup Table
Viewing Table Relationships

Modifying Table Structures

Opening An Existing Table
Adding Fields To An Existing Table
Understanding Field Properties
Changing Field Size
Changing Field Names
Changing Decimal Places
Changing Date Formats
Indexing Fields
Deleting Fields From A Table
Copying A Table Within A Database
Deleting A Table From A Database File

Adding Records To A Table

Typing Records In A Table
Adding Records Using A Form
Saving A Form Layout For Reuse
Adding Records Using An Existing Form
Adding Records
Importing From Microsoft Excel

Adding Transactional Records

Typing Transactional Records
Adding Transactional Records Using A Form
Adding Transactional Records
Adding Records Using A Subdatasheet
Removing A Subdatasheet
Inserting A Subdatasheet

Working With Records

Table Navigation
Navigating To A Specific Record
Editing A Record
Deleting Record Data
Undoing A Change
Deleting A Record
Deleting Several Records
Searching In A Table
Searching In A Field
Finding And Replacing
Printing Records From A Table
Compacting A Database

Sorting And Filtering

Simple Sorting
Sorting On Several Fields
Simple Filtering
Working With Filters
Filtering Between Dates

Creating Queries

Understanding Queries
Creating A Query Design
Working With A Query
Changing A Query Design
Applying Record Criteria
Clearing Selection Criteria
Saving A Query
Running Queries From The Navigation Pane
Deleting A Query
Creating Queries

Creating And Using Reports

Understanding Reporting In Access
Creating A Basic Report
Working With Existing Reports
Previewing And Printing A Report
Changing The Report Layout
Using The Report Wizard
Creating A Grouped Report
Creating A Statistical Report
Working With Grouped Reports

Creating And Using Forms

Understanding Forms
Creating A Basic Form
Creating A Split Form
Binding A Form To A Query
Using The Form Wizard
Working With Existing Forms
Editing Records In A Form
Deleting Records Through A Form
Deleting An Unwanted Form

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