Microsoft® Office Access® 2010
Two-Day Introduction

Course Description

Course Objective: You will create and modify new databases and their various objects. You will improve and customize tables, queries, forms and reports, and share Access data with other applications.

Target Student: This course is designed for students who wish to learn the basic operations of the Microsoft Access Database program to perform their day-to-day responsibilities, and to understand the advantages that using a relational database program can bring to their business processes. The Introduction course is for the individual whose job responsibilities include designing and creating new databases, tables, and relationships; creating and maintaining records; locating records; and producing reports based on the information in the database. It also provides the fundamental knowledge and techniques needed to advance to more complex Access responsibilities such as maintaining databases and using programming techniques that enhance Access applications. It also introduces them to integrating Access data with other applications such as Microsoft Office Word or Excel.

Course Objectives

Upon successful completion of this course, students will be able to:

♦ Identify the components of the Microsoft Access 2010 environment.
♦ Identify the components of a database.
♦ Organize data in tables.
♦ View data in tables.
♦ Query a database.
♦ Design forms.
♦ Generate reports.
♦ Streamline data entry and maintain data integrity.
♦ Join tables to retrieve data from unrelated tables.
♦ Create flexible queries to display specified records, allow for user-determined query criteria, and modify data using queries.
♦ Improve forms.
♦ Customize reports to organize the displayed information and produce specific print layouts.
♦ Share data between Access and other applications.

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Course Content

Day 1

Lesson 1: Getting Started with Access 2010
- ☑ Identify the Elements of the User Interface
- ☑ Identify the Tabs and Commands on the Ribbon
- ☑ Obtain Help in Access

Lesson 2: Identifying the Components of a Database
- ☑ Define Database Concepts
- ☑ Identify the Components of a Database
- ☑ Examine the Relational Database Design Process

Lesson 3: Organizing Data in Tables
- ☑ Create a Table
- ☑ Modify Table Data and Properties
- ☑ Create a Table Relationship

Lesson 4: Viewing Data in Tables
- ☑ Sort Records
- ☑ Filter Records
- ☑ View Data from Related Tables

Lesson 5: Querying a Database
- ☑ Create a Query
- ☑ Add Criteria to a Query
- ☑ Add a Calculated Field to a Query
- ☑ Perform Calculations on a Record Grouping

Lesson 6: Designing Forms
- ☑ Create a Form
- ☑ View Data Using an Access Form
- ☑ Modify a Form

Lesson 7: Generating Reports
- ☑ View an Access Report
- ☑ Create a Report
- ☑ Add a Calculated Field to a Report
- ☑ Format the Controls in a Report
- ☑ Apply a Theme to a Report
- ☑ Prepare a Report for Print

Day 2

Lesson 1: Controlling Data Entry
- ☑ Constrain Data Entry Using Field Properties
- ☑ Establish Data Entry Formats for Entering Field Values
- ☑ Create a List of Values for a Field

Lesson 2: Joining Tables
- ☑ Create Query Joins
- ☑ Join Tables with No Common Fields
- ☑ Relate Data Within a Table

Lesson 3: Creating Flexible Queries
- ☑ Set the Select Query Properties
- ☑ Retrieve Records Based on Input Criteria
- ☑ Create Action Queries

Lesson 4: Improving Forms
- ☑ Restrict Data Entry in Forms
- ☑ Organize Information with Tab Pages
- ☑ Add a Command Button to a Form
- ☑ Create a Subform
- ☑ Display a Summary of Data in a Form
- ☑ Change the Display of Data Conditionally

Lesson 5: Customizing Reports
- ☑ Organize Report Information
- ☑ Format Reports
- ☑ Control Report Pagination
- ☑ Summarize Report Information
- ☑ Add a Subreport to an Existing Report
- ☑ Create a Mailing Label Report

Lesson 6: Sharing Data Across Applications
- ☑ Import Data into Access
- ☑ Export Data to Text File Formats
- ☑ Export Access Data to Excel
- ☑ Create a Mail Merge