



Computer Consultants Corporation

Microsoft Access 2010

Introduction

Length of course: 1 class days (6 hours)

Objective(s): Students will learn the fundamental skills required for the effective use of Microsoft Access 2010. Topics covered include an introduction to Access and the new Ribbon interface, database concepts, building, managing and maintaining databases containing numerous objects.

Prerequisites: Basic experience using Windows and keyboarding.

Introduction

- What is a database
- Database Structures
- The Access environment
- Examining Access Objects
- Using the Navigation pane
- Customize the Interface
- Customize the Ribbon Commands
- Work with the Backstage View
- Save for Backward Compatibility

Basic Database File Management

- Working with Tables
- Viewing Forms
- Viewing Reports
- Running Queries
- Opening and closing a saved database

Building a Database

- Planning a database design
- Documenting a database design
- Field data type and properties
- Creating Tables
- Creating and using Forms
- Creating and generating Forms
- Creating a Query
- Creating a Table from an Excel Worksheet

Using an Access Database

- Navigating in Datasheet view
- Adding records using a Table/Form
- Sorting records
- Filtering Records

Managing a Database

- Using Table Design view
- Identifying field data types
- Entering descriptions
- Setting field properties
- Identifying and adding a Primary Key
- Adding criteria to Queries
- The Form and Report Wizards
- Backing up the Database

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