

Access 2010: Basic

2 days

Description

This ILT Series 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.

Designated as Approved Courseware for the Microsoft Office Specialist program, this course will help students prepare for the Access 2010 exam. For comprehensive certification training, students should complete Access 2010: Basic, Intermediate, and Advanced.

Prerequisites

- Windows 7: Basic or equivalent experience

Course Outline

Unit 1: Getting started

Topic A: Database concepts

Topic B: Exploring the Access environment

Topic C: Getting help

Unit 2: Databases and tables

Topic A: Planning and designing databases

Topic B: Exploring tables

Topic C: Creating tables

Unit 3: Fields and records

Topic A: Changing the design of a table

Topic B: Finding and editing records

Topic C: Organizing records

Unit 4: Data entry rules

Topic A: Setting field properties

Topic B: Working with input masks

Topic C: Setting validation rules

Unit 5: Basic queries

Topic A: Creating and using queries

Topic B: Modifying query results and queries

Topic C: Performing operations in queries

Unit 6: Using forms

Topic A: Creating forms

Topic B: Using Design view

Topic C: Sorting and filtering records

Unit 7: Working with reports

Topic A: Creating reports

Topic B: Modifying and printing reports