ACCESS 2010 INTRODUCTION TRAINING

Generate a group quote today

COURSE LENGTH: 1.0 DAYS

The introductory course in the Microsoft Access 2010 training series acquaints you with the basic database concepts and the capabilities of the software. Taking this course is important if you are preparing to take the Microsoft Access 2010 certification examination.

This course covers the following topics: database concept, Access 2010 features that help make designing and creating databases easy and fast, identifying the parts of a database, planning a database, how to filter data and other functions used to complete, manage and print a database report.

The Access 2010 Introduction training course is available in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

ACCESS 2010 INTRODUCTION TRAINING COURSE OUTLINE

FOREWORD

This Access 2010 Introduction training course running in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide, is rated 5.0/5.0 in overall quality by ProCert Labs, covers the basic functions and features of Access 2010.

After an introduction to database concepts and the Access environment and Help systems, participants 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. Participants will then learn to create queries, forms, and reports.

This course will help participants prepare for the Microsoft Office Specialist exam for Access 2010 (exam 77-885). For comprehensive certification training, participants should complete the Introduction, Intermediate, and Advanced courses for Access 2010.

OUTCOMES

▶ Identify database components
▶ Start and examine Access
▶ Open a database
▶ Examine the database window, including using Help
▶ Plan and create a database
▶ Examine a table in Datasheet & Design views
▶ Add a field to a table and set the primary key
▶ Sort & filter records
▶ Set field properties
▶ Create queries using the Query Wizard & Design view
▶ Sort & filter query results
▶ Use comparison operators & calculations in queries
▶ Create & modify forms
▶ Create reports
▶ Group & summarise data in a report
▶ Print a report

MODULES

Lesson 1: Getting Started

▶ Database concepts
▶ Exploring the Access environment
▶ Getting help

Lesson 2: Databases and tables

▶ Planning and designing databases
▶ Exploring tables
▶ Creating tables

Lesson 3: Fields and records

▶ Changing the design of a table
▶ Finding and editing records
▶ Organising records

Lesson 4: Data entry rules

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

Lesson 5: Basic queries

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

Lesson 6: Using forms

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

Lesson 7: Working with reports

▶ Creating reports
▶ Modifying and printing reports

WEB LINKS

▶ View this course online
▶ In-house Training Instant Quote