

Course Outline



Tel: +44 (0) 118 979 4000 Fax: +44 (0) 118 979 4000

Email: training@ptr.co.uk Web: www.ptr.co.uk

Microsoft Access 2010 Level 1

Course Description:

In this course you will identify the basic components of an Access database, build the structure of a database, manage data in tables, query a database, design forms and generate reports. This course is intended for delegates who wish to learn the basic operations of the Microsoft Access database program to perform their day-to-day responsibilities, and who want to use the application to be more productive in their work.

This course will prepare you for the Microsoft Office Access 2010 Exam 77–88.

Pre-requisites:

Delegates need to be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Course Content:

- **Getting Started with Access Databases**
 - Identify the Elements of the Access 2010 Interface
 - Identify the Components of a Database
 - Examine the Relational Database Design Process
- **Building the Structure of a Database**
 - Create a New Database
 - Create a Table Using the Design View
 - Manage Tables
 - Establish Table Relationships

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- **Managing Data in a Table**
 - Modify Table Data
 - Sort and Filter Records
 - Work with Subdatasheets
- **Querying a Database**
 - Create a Query
 - Add Criteria to a Query
 - Add a Calculated Field to a Query
 - Perform Calculations on a Record Grouping
- **Designing Forms**
 - Create a Form
 - Modify the Design of a Form
 - View and Edit Data Using an Access Form
- **Generating Reports**
 - Create a Report
 - Add a Control to a Report
 - Format the Controls in a Report
 - Enhance the Appearance of a Report
 - Prepare a Report for Print

Course Duration:

1 Days

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