

## MICROSOFT ACCESS 2010 INTRODUCTION TRAINING

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Microsoft Access  
2010  
Introduction



**COURSE LENGTH: 1.0 DAYS**

The Microsoft Access 2010 Introduction Training course provides you with the skills to use the basic features of Access 2010 in creating and maintaining databases.

This course covers the following topics: database concepts, Access 2010 features that help make designing and creating databases fast and easy, identifying the parts of a database, planning and creating a database, how to create queries using the Query Wizard & Design view, how to filter data and other functions used to complete, manage and print a database report.

This comprehensive training course is now available in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

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## MICROSOFT ACCESS 2010 INTRODUCTION TRAINING COURSE OUTLINE

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### FOREWORD

This Access 2010 Introduction training course running in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle, 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.

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### OUTCOMES

#### **By the end of this training course, participants will:**

- 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 & summarize data in a report
  - Print a report
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### MODULES

#### **Lesson 1: Getting Started**

- Database concepts

#### **Lesson 2: Databases and tables**

- Planning and designing databases

- Exploring the Access environment
- Getting help

- Exploring tables
- Creating tables

### Lesson 3: Fields and records

- Changing the design of a table
- Finding and editing records
- Organizing 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

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## WEB LINKS

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- [View this course online](#)
- [In-house Training Instant Quote](#)