

AVP Training

Computer Software Training & Consulting

Access 2010 Introduction (Level 1)

General Description

Design a relational lookup database complete with tables, queries, reports and forms

Learning Outcomes

- Understand the Access 2010 screen components and work with the navigation pane
- Scope a new database and design table structures with suitable data types
- Create a relational database containing lookup and transaction tables
- Restructure tables and modify field properties
- Type records in a table, add records via a form and import records from Microsoft Excel
- Add transactional records using a form and work with subdatasheets
- Navigate tables, edit records, search for records and compact a database
- Sort and filter records on one or several fields
- Create and manage basic queries with selection criteria
- Produce basic reports, use the Report Wizard and print a report
- Create basic and split forms, use the Form Wizard and manage records via a form

Duration

One day (Half day customised (selected topics) option available)

Prerequisite

Basic understanding of Microsoft Windows

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| Course Topics Access 2010 Introduction (Level 1) | Access 2010 Orientation |
| | Designing a Lookup Database |
| | Creating a Lookup Database |
| | Modifying Table Structures |
| | Adding Records to a Table |
| | Adding Transactional Records |
| | Managing Records |
| | Sorting and Filtering Records |
| | Creating Queries |
| | Creating and Using Reports |
| | Creating and Using Forms |

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