MICROSOFT ACCESS 2010 INTRODUCTION

Generate a group quote today

COURSE LENGTH: 1.0 DAYS

Having the basic skills required to interact with an MS Access 2010 database is essential for many roles in today's business world. Knowing how to use this powerful software can improve your job opportunities and income potential.

The PD Training MS Access 2010 Introduction Training Course provides you with an understanding of the basic features of Access 2010, including database tables and joins, forms, data entry, SQL queries and generating reports. The course is designed to empower users to use Access 2010 to fulfill basic tasks.

This dynamic training course is available now throughout New Zealand, including Auckland,Christchurch or Wellington.

Contact us today for a group quote.

MICROSOFT ACCESS 2010 INTRODUCTION COURSE OUTLINE

FOREWORD

This Access 2010 Introduction training course running in Auckland, Wellington, Christchurch and New Zealand 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