

Access 2010: Basic

Code: CT11-360

Duration: 1 day(s)

Outline

Getting started

Database concepts
Exploring the Access environment
Getting help

Data entry rules

Setting field properties
Working with input masks
Setting validation rules

Databases and tables

Planning and designing databases
Exploring tables
Creating tables

Basic queries

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

Fields and records

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

Using forms

Creating forms
Using Design view
Sorting, and filtering records

Working with reports

Creating reports
Modifying and printing reports

After completing this course, students will know how to:

- Organise data efficiently by using a database management system; start Access, open Access databases, and identify components of the Access window; and use the Help feature.
- Plan and create a database; use Datasheet view and design view; create, modify, and work in tables; and set the primary key for a table.
- Modify a table's design; use the Attachment data type; find and replace values; and sort, filter, and delete records.
- Set field properties; create input masks; and set validation rules.
- Create queries, and sort and filter the results; modify queries; and perform operations in queries.
- Create, modify, and work with forms; and use them to sort and filter records.
- Create, modify, and print reports; and add summary fields to a report.

Prerequisites

Windows XP: Basic, Windows Vista: Basic, or Windows 7: Basic or equivalent experience.