

## 1 day course

### Who should attend?

This course is intended for new Microsoft Access 2010 users.

### Prerequisites

Windows XP, Windows Vista, or Windows 7

### Course Objectives

Upon completion of the course, participants will be able to accomplish the following:

- Identify the components of a database, and work with those components
- Open a table, find information stored there, and enter data
- Create several query types, edit and run queries, and use action and calculation queries
- Create several report types, enhance reports and print preview reports
- Preview and print database objects, and change the page setup options

### Course Content

#### *The Basics*

Database Concepts ; Getting Started ; Creating a Database ; Converting Access 2010 Files ; Working with Objects ; Using Access Help

#### *Table Data*

Table Concepts ; Viewing Data in a Table ; Changing the Datasheet Appearance ; Entering and Editing Data ; Applying Filters

#### *Queries*

Using the Query Wizard ; Creating a Query in Design View ; Selecting and Sorting in a Query ; Calculations ; Action Queries ; Parameter Queries

#### *Reports*

Creating Reports ; Using the Report Wizard ; Previewing Reports ; Creating Reports in Design View ; Changing Report Design ; Control Operations ; Control Attributes

#### *Printing*

Printing Objects ; Print Preview