

## 2 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 and customize a table design
- Enter data into tables, and ensure its accuracy by using input masks and input validation formulas
- Create relationships between tables to ensure data accuracy and to deploy referential integrity
- Create forms for entering data into tables, and change the design elements that have been placed on those forms
- Create several query types, edit and run queries, and use action and calculation queries
- Create several report types, enhance reports and print preview reports
- Import and export data to and from various sources, including text files and Excel
- 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

#### *Table Design*

Creating a Table ; Changing the Table Design

#### *Data Entry*

Data Entry Concepts ; Data Formats ; Input Masks ; Input Validation ; Adding Records

#### *Relationships*

Relationships Between Tables ; Creating a Relationship ; Referential Integrity ; Removing a Relationship ; Printing Relationships

#### *Creating and Using Forms*

Creating a Form Using AutoForm ; Creating a Form Using the Form Wizard ; Creating a Form in Design View ; Opening a Form ; Changing a Form Design ; Adding Controls ; Placing Controls ; Multiple Choice Controls ; Error Checking

#### *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

#### *Importing and Exporting Data*

Importing and Exporting ; Importing a Text File ; Importing Data from an Access Database ; Exporting Data ; Troubleshooting Importing and Exporting Problems

#### *Printing*

Printing Objects ; Print Preview