



## MS Access 2010 Essentials



Creating databases made simple. This course, together with the new enhanced useability of Access 2010 make creating database easy – we'll show you how.

## Access 2010 Essentials Training Course

### Access 2010 Essentials Training Course Foreword

Access is the world's premier database software. You can use Access to create and edit databases -- just download a ready-made database template and start typing. It's that easy. You can create a database of contacts, expenses, household and/or business inventory. In other words, if you have data, you can create a database of that data using Access. Microsoft's newest version of Access uses the new ribbon interface, and offers significant improvement to its database capability.

### Who should attend?

Anyone that wants to quickly learn to build and manage databases in Microsoft Access.

### Course length

1-day

<p>Access 2010 Training Course - Lesson 1 <b>Getting Started</b></p> <ul style="list-style-type: none"> <li>• Workshop Objectives</li> </ul>	<p>Access 2010 Training Course - Lesson 2 <b>Getting Started With Access</b></p> <ul style="list-style-type: none"> <li>• Common Database Terms</li> <li>• Opening Access</li> <li>• Understanding the Access New File Screen</li> <li>• Creating a Blank Access Database</li> <li>• Creating a Blank Database from a Template</li> </ul>
<p>Access 2010 Training Course - Lesson 3 <b>Using the Access Interface</b></p> <ul style="list-style-type: none"> <li>• Understanding Security Warnings</li> <li>• Interface Overview</li> <li>• Overview of the Ribbon Interface</li> <li>• Working With the Backstage View</li> <li>• Using the Navigation Pane</li> </ul>	<p>Access 2010 Training Course - Lesson 4 <b>Working with Database Objects</b></p> <ul style="list-style-type: none"> <li>• Viewing Database Objects</li> <li>• Exporting an Object</li> <li>• Renaming an Object</li> <li>• Sorting and Filtering Your View</li> <li>• Understanding Application Parts</li> </ul>
<p>Access 2010 Training Course - Lesson 5 <b>Creating Tables</b></p> <ul style="list-style-type: none"> <li>• Understanding Data Types</li> <li>• Creating a Blank Table in Datasheet View</li> <li>• Understanding Lookup Columns</li> <li>• Creating a Blank Table using Design View</li> <li>• Saving Your Table</li> <li>• Key Table Tools</li> </ul>	<p>Access 2010 Training Course - Lesson 6 <b>Working with Tables</b></p> <ul style="list-style-type: none"> <li>• Adding Information to a Table</li> <li>• Editing Records</li> <li>• Deleting Records</li> <li>• Searching for Records</li> </ul>

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## Access 2010 Training Course - Lesson 7 **Creating Forms**

- Types of Controls
- Creating a Form with the Wizard
- Creating a Form In Layout View
- Modifying Your Form in Design View
- Key Features on the Form Tools Tab
- Creating a Navigation Form

## Access 2010 Training Course - Lesson 8 **Working with Forms**

- Common Formatting Tasks
- Using Themes
- Adding Controls
- Moving Controls
- Deleting Records

## Access 2010 Training Course - Lesson 9 **Creating Reports**

- Using The Report Wizard
- Using Design View
- Adding a Logo
- Working with Controls
- Key Features on the Report Tools Tab

## Access 2010 Training Course - Lesson 10 **Creating Queries**

- Types of Queries
- Creating a Query with the Wizard
- Executing a Query
- Viewing the Query
- Key Features on the Query Tools Tab

## Access 2010 Training Course - Lesson 11 **Managing Your Database**





- Using Alternate File Formats
- Printing an Object
- Backing Up Your Database
- Emailing Database Objects

## Access 2010 Training Course - Lesson 12 **Wrapping Up**

- Words from the Wise

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