

Access 2010 - Level 1

Days of Training: 2

Overview

In this course, students will create and modify new databases and their various objects. Students will maintain data consistency and integrity; improve queries, forms, and reports; and also integrate Microsoft® Office Access™ 2010 with other applications.

Prerequisites

Students should be familiar with using personal computers and have used a mouse and keyboard. Students should be comfortable with the Windows environment and be able to use Windows to manage information on their computer. Specifically, students should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Next Steps

Access 2010 - Level 2

Lesson 1: Getting Started with Access 2010

- Identify the Elements of the Access 2010 Interface
- Identify the Components of a Database
- Examine the Relational Database Design Process

Lesson 2: Building The Structure of a Database

- Create a New Database
- Create a Table Using Design View
- Modifying the Table Structure
- Establish Table Relationships

Lesson 3: Managing Data in a Table

- Modify Table Data
- Sort and Filter Records
- Work with Subdatasheets

Lesson 4: Querying a Database

- Create a Query
- Add Criteria to a Query
- Add a Calculated Field to a Query
- Perform Calculations on a Record Grouping

Lesson 5: Designing Forms

- Create a Form
- Modify the Design of a Form
- View and Add Data Using an Access Form

Lesson 6: Generating Reports

- Create a Report
- View an Access Report
- Add a Calculated Field to a Report
- Format the Controls in a Report
- Apply a Theme to a Report
- Prepare a Report for Print

Lesson 7: Controlling Data Entry

- Constrain Data Entry Using Field Properties
- Establish Data Entry Formats for Entering Field Values
- Create a List of Values for a Field

Lesson 8: Joining Tables

- Create Query Joins
- Join Unrelated Tables
- Relate Data Within a Table

Lesson 9: Creating Flexible Queries

- Retrieve Records Using Select Queries
- Retrieve Records Based On Input Criteria
- Manipulate Data Using Queries

Lesson 10: Improving Forms

- Design a Form Layout
- Enhance the Appearance of a Form
- Restrict Data Entry in Forms
- Add a Command Button to a Form
- Create a Subform

Lesson 11: Customizing Reports

- Organize Report Information
- Format Reports
- Control Report Pagination
- Summarize Report Information
- Add a Subreport to an Existing Report
- Create a Mailing Label Report

Lesson 12: Sharing Data Across Applications

- Import Data into Access
- Export Data
- Analyze Access Data in Excel
- Export Query Results
- Mail Merge Access Data With a Word Document

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Access 2010 - Level 2

Days of Training: 2

Overview

In this course, students will create complex Access databases by structuring existing data, writing advanced queries, working with macros, and performing database maintenance.

Prerequisites

Access 2010 - Level 1

Next Steps

Access 2010 - Level 3

Lesson 1: Structuring Existing Data

- Restructure the Data in a Table
- Create a Junction Table
- Improve the Table Structure

Lesson 2: Writing Advanced Queries

- Create SubQueries
- Create Unmatched and Duplicate Queries
- Group and Summarize Records Using Criteria
- Summarize Data Using a Crosstab Query
- Create a PivotTable and a PivotChart

Lesson 3: Simplifying Tasks with Macros

- Create a Macro
- Attach a Macro
- Restrict Records Using a Condition
- Validate Data Using a Macro
- Automate Data Entry Using a Macro

Lesson 4: Creating Effective Reports

- Include a Chart in a Report
- Print Data in Columns
- Cancel Printing of a Blank Report
- Publish Reports as PDF

Lesson 5: Maintaining an Access Database

- Link Tables to External Data Sources
- Manage a Database
- Determine Object Dependency
- Document a Database
- Analyze the Performance of a Database

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Access 2010 - Level 3

Days of Training: 1

Overview

In this course students will exchange data with other applications, automate business processes by using VBA code, and secure and share databases.

Prerequisites

Access 2010 - Level 1
Access 2010 - Level 2

Lesson 1: Integrating Access into Your Business

- Import XML Data into an Access Database
- Export Access Data to the XML Format
- Export Data to an Outlook Address Book
- Collect Data Through Email Messages

Lesson 2: Automating a Business Process with VBA

- Create a Standard Module
- Develop Code
- Call a Procedure from a Form
- Run a Procedure

Lesson 3: Managing Switchboards

- Create a Database Switchboard
- Modify a Database Switchboard
- Set the Startup Options

Lesson 4: Distributing and Securing Databases

- Split a Database
- Implement Security
- Set Passwords
- Convert an Access Database to an ACCDE File
- Package a Database with a Digital Signature

Lesson 5: Sharing Databases Using a SharePoint Site

- Export a Table to a SharePoint List
- Import Data from a SharePoint List
- Publish a Database to a SharePoint Site
- Move a Database to a SharePoint Site
- Work Offline

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