❖ **General Description**	The aim of this course is to build on the introductory skills of Level 1. The student learns how to ensure that data is entered correctly, how to create more sophisticated and complex queries, and is introduced to some basic automation techniques involving macros.
❖ **Learning Outcomes**	At the completion of Microsoft Access 2010 Level 2 you should be able to: ➢ use various data validation features in Access to protect data ➢ format the data in a table ➢ perform more advanced queries using a variety of querying techniques ➢ create and use parameter queries ➢ create calculated queries ➢ modify and adapt an existing form according to specific needs ➢ create and use macros in Access ➢ work with a number of macro techniques ➢ create macros on forms
❖ **Target Audience**	Microsoft Access 2010 Level 2 is designed for users who have an understanding of how tables are created, records are entered, modified and deleted, and how simple queries, reports and forms are created.
❖ **Prerequisites**	Microsoft Access 2010 Level 2 assumes some knowledge of the software to create basic databases and generate reports. It would be beneficial to have a general understanding of personal computers and the Windows operating system environment.
❖ **Pages**	94 pages
❖ **Nominal Duration***	Levels publications are based around a 1-day training program from 9.30 am to 4.30pm.
❖ **Student Files**	All student files will be available to use during the training day and also after the training through the F1plus online workroom.
❖ **Methodology**	The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.
❖ **After training support**	All the training material will be available for the delegate to use after the training day through our online workroom. Delegates will also have access to our online interactive course on this topic.

Product Information

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Contents