Microsoft Access 2010
Level 1

INFOCUS COURSEWARE

❖ **General Description**

The skills and knowledge acquired in Microsoft Access 2010 Level 1 are sufficient to be able to create database systems, enter, edit and delete data in database files, produce information in forms and reports and generate queries on the data.

❖ **Learning Outcomes**

At the completion of Microsoft Access 2010 Level 1 you should be able to:

➢ understand how Access is used and how to navigate around it
➢ design a database with lookup tables
➢ create a database structure using Access 2010
➢ modify the structure of an existing table
➢ add records to a new table
➢ add transactional records to a lookup database
➢ work with the records in a database table
➢ sort and filter records in a table
➢ create simple and effective queries
➢ create meaningful reports from tables
➢ create and use a variety of forms

❖ **Target Audience**

Microsoft Access 2010 Level 1 is designed for users who need to know how to create databases and to manipulate data to provide viable information.

❖ **Prerequisites**

Microsoft Access 2010 Level 1 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ **Pages**

112 pages

❖ **Nominal Duration***

Levels publications are based around a 1-day training program from 9.30am 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.

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Product Information

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