



Microsoft Access 2010

Level 1



INFOCUS COURSEWARE

Level Series

Order Code: INF1030

❖ **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 workbook.

❖ **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 workbook. Delegates will also have access to our online interactive course on this topic.



Contents

> Access 2010 Orientation

- ✓ Understanding Microsoft Access 2010
- ✓ Starting Access
- ✓ Understanding The Backstage View
- ✓ Opening An Existing Database File
- ✓ Understanding The Access 2010 Screen
- ✓ Working With The Navigation Pane
- ✓ Working With A Table
- ✓ Working With Other Database Objects
- ✓ Closing A Database File
- ✓ Exiting From Access 2010

> Designing A Lookup Database

- ✓ Understanding How Access Stores Data
- ✓ Understanding Access 2010 Data Types
- ✓ Scoping Your New Database
- ✓ Identifying Table Problems
- ✓ Refining Table Structures
- ✓ Finalising The Design

> Creating A Lookup Database

- ✓ Creating A New Database File
- ✓ Creating The Lookup Table
- ✓ Defining The Primary Key
- ✓ Saving And Closing A Table
- ✓ Creating The Transaction Table
- ✓ Understanding Lookup Table Relationships
- ✓ Connecting To A Lookup Table
- ✓ Viewing Table Relationships

> Modifying Table Structures

- ✓ Opening An Existing Table
- ✓ Adding Fields To An Existing Table
- ✓ Understanding Field Properties
- ✓ Changing Field Size
- ✓ Changing Field Names
- ✓ Changing Decimal Places
- ✓ Changing Date Formats
- ✓ Indexing Fields
- ✓ Deleting Fields From A Table
- ✓ Copying A Table Within A Database
- ✓ Deleting A Table From A Database File

> Adding Records To A Table

- ✓ Typing Records In A Table
- ✓ Adding Records Using A Form
- ✓ Saving A Form Layout For Reuse
- ✓ Adding Records Using An Existing Form

- ✓ Adding Records
- ✓ Importing From Microsoft Excel

> Adding Transactional Records

- ✓ Typing Transactional Records
- ✓ Adding Transactional Records Using A Form
- ✓ Adding Transactional Records
- ✓ Adding Records Using A Subdatasheet
- ✓ Removing A Subdatasheet
- ✓ Inserting A Subdatasheet

> Working With Records

- ✓ Table Navigation
- ✓ Navigating To A Specific Record
- ✓ Editing A Record
- ✓ Deleting Record Data
- ✓ Undoing A Change
- ✓ Deleting A Record
- ✓ Deleting Several Records
- ✓ Searching In A Table
- ✓ Searching In A Field
- ✓ Finding And Replacing
- ✓ Printing Records From A Table
- ✓ Compacting A Database

> Sorting And Filtering

- ✓ Simple Sorting
- ✓ Sorting On Several Fields
- ✓ Simple Filtering
- ✓ Working With Filters
- ✓ Filtering Between Dates

> Creating Queries

- ✓ Understanding Queries
- ✓ Creating A Query Design
- ✓ Working With A Query
- ✓ Changing A Query Design
- ✓ Applying Record Criteria
- ✓ Clearing Selection Criteria
- ✓ Saving A Query
- ✓ Running Queries From The Navigation Pane
- ✓ Deleting A Query
- ✓ Creating Queries

> Creating And Using Reports

- ✓ Understanding Reporting In Access
- ✓ Creating A Basic Report
- ✓ Working With Existing Reports
- ✓ Previewing And Printing A Report
- ✓ Changing The Report Layout
- ✓ Using The Report Wizard
- ✓ Creating A Grouped Report
- ✓ Creating A Statistical Report
- ✓ Working With Grouped Reports

> Creating And Using Forms

- ✓ Understanding Forms
- ✓ Creating A Basic Form
- ✓ Creating A Split Form
- ✓ Binding A Form To A Query
- ✓ Using The Form Wizard
- ✓ Working With Existing Forms
- ✓ Editing Records In A Form
- ✓ Deleting Records Through A Form
- ✓ Deleting An Unwanted Form

> Concluding Remarks