Access 2010 - Level 1

Duration: **2 days**

Overview:

In this course, students will learn how to use Access 2010 to manage your data, including creating a new database, constructing tables, designing forms and reports, and creating queries to join, filter, and sort data.

Target Audience:

This course is designed for students who wish to establish a foundational understanding of Microsoft Office Access 2010, including the skills necessary to create a new database, construct data tables, design forms and reports, and create queries.

Pre-requisites:

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.

Lesson 1: Getting Started with Access

- Orientation to Microsoft Access
- Create a Simple Access Database
- Get Help in Microsoft Access

Lesson 2: Working with Table Data

- Modify Table Data
- Sort and Filter Records
- Create Lookups

Lesson 3: Querying a Database

- Join Data from Different Tables in a Query
- Sort and Filter Data in a Query
- Perform Calculations in a Query

Lesson 4: Creating Advanced Queries

- Create Parameter Queries
- Create Action Queries
- Create Unmatched and Duplicate Queries
- Summarise Data

Lesson 5: Generating Reports

- Create a Report
- Add Controls to a Report
- Enhance the Appearance of a Report
- Prepare a Report for Print

Lesson 6: Customising the Access Environment

- The Access Options Dialog Box

Lesson 7: Designing a Relational Database

- Relational Database Design
- Create a Table
- Create Table Relationships

Lesson 8: Joining Tables

- Create Query Joins
- Join Tables That Have No Common Fields
- Relate Data within a Table
- Work with Subdatasheets
- Create Subqueries

Lesson 9: Organising a Database for Efficiency

- Data Normalisation
- Create a Junction Table
- Improve Table Structure

Lesson 10: Sharing Data Across Applications

- Import Data in Access
- Export Data to Text File Formats
- Export Access Data to Excel
- Create a Mail Merge

Lesson 11: Advanced Reporting

- Organise Report Information
- Format Reports
- Include Charts in a Report
- Add a Calculated Field to a Report
- Add a Subreport to an Existing Report