

# Microsoft Access 2010 – Level 1 – Data Entry and Reports

Length: 1 day

## Who should attend?

This course is intended for new Microsoft Access 2010 users.

## Course Objectives

Upon completion of the course, participants will be able to accomplish the following:

- Identify the components of a database, and work with those components
- Open a table, find information stored there, and enter data
- Create several query types, edit and run queries, and use action and calculation queries
- Create several report types, enhance reports and print preview reports
- Preview and print database objects, and change the page setup options

## Course Content

### The Basics

Database Concepts ; Getting Started ; Creating a Database ; Converting Access 2010 Files ; Working with Objects ; Using Access Help ;

### Table Data

Table Concepts ; Viewing Data in a Table ; Changing the Datasheet Appearance ; Entering and Editing Data ; Applying Filters ;

### Queries

Using the Query Wizard ; Creating a Query in Design View ; Selecting and Sorting in a Query ; Calculations ; Action Queries ; Parameter Queries ;

### Reports

Creating Reports ; Using the Report Wizard ; Previewing Reports ; Creating Reports in Design View ; Changing Report Design ; Control Operations ; Control Attributes ;

### Printing

Printing Objects ; Print Preview ;

