

Microsoft Access 2010 – Level 1 – Database Design

Length: 2 days

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 and customize a table design
- Enter data into tables, and ensure its accuracy by using input masks and input validation formulas
- Create relationships between tables to ensure data accuracy and to deploy referential integrity
- Create forms for entering data into tables, and change the design elements that have been placed on those forms
- Create several query types, edit and run queries, and use action and calculation queries
- Create several report types, enhance reports and print preview reports
- Import and export data to and from various sources, including text files and Excel
- 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 ;

Table Design

Creating a Table ; Changing the Table Design ;

Data Entry

Data Entry Concepts ; Data Formats ; Input Masks ; Input Validation ; Adding Records ;

Relationships

Relationships Between Tables ; Creating a Relationship ; Referential Integrity ; Removing a Relationship ; Printing Relationships ;

Creating and Using Forms

Creating a Form Using AutoForm ; Creating a Form Using the Form Wizard ; Creating a Form in Design View ; Opening a Form ; Changing a Form Design ; Adding Controls ; Placing Controls ; Multiple-Choice Controls ; Error Checking ;



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 ;

Importing and Exporting Data

Importing and Exporting ; Importing a Text File ; Importing Data from an Access Database ; Exporting Data ; Troubleshooting Importing and Exporting Problems ;

Printing

Printing Objects ; Print Preview ;

