

## Access 2010 Introduction

(2 day course)



---

### Course Overview

This instructor-led course explores designing tables, working with records, creating and running queries, and creating and modifying forms and reports.

---

### Who Should Attend

Individuals attending this course are involved in designing and maintaining an Access 2010 database and require a detailed understanding of product features.

---

### Prerequisites

A working knowledge of Microsoft *Windows* is required.

---

### What students accomplish

Upon completing this hands-on course, the student will have:

- Started Access 2010 and opened an Access database file
- Used Access 2010 menus and toolbars
- Opened and navigated multiple data tables
- Formatted and printed an Access 2010 table
- Added, edited, and deleted records using Datasheet View and a form
- Created a table using both the Table Wizard and Design View
- Reviewed Access 2010 field types and set a primary key
- Modified a table structure in Design View
- Set table field properties including default values, captions, formats, and required fields
- Sorted and filtered table data
- Created a query using both the Query Wizard and Design View
- Changed field and sort order in a query
- Set query criteria using wildcards, comparison operators, logical operators, and multiple criteria
- Set Primary Key fields and added Indexes to Tables
- Set Permanent Table Relationships
- Enforced Referential Integrity
- Created a basic form using the wizard and views
- Worked with form design
- Used Access Data in other applications such as Word and Excel
- Created reports using the Report Wizard

---

### What students receive

Each student receives a copy of our Total Training Solutions Student Manual for post-class reference and review.

---

(Continued on next page)

### **Exploring Access**

- Discussing Database Fundamentals
- Exploring the Access 2010 Interface
- Getting Help

### **Working with Tables**

- Opening an Access Database
- Opening a Table
- Working with Multiple Tables
- Closing a Table
- Navigating in Datasheet View
- Formatting a Table in Datasheet View
- Printing a Table
- Exiting a Database

### **Working with Records**

- Adding and Editing Records in Datasheet View
- Finding Records in a Table
- Undoing changes when adding or Editing
- Saving Record Changes
- Selecting Fields and Records in a Table
- Checking the Spelling of Data
- Deleting Records from a Table
- Using Data Entry Shortcuts
- Using Forms to Add and Edit Records

### **Designing Tables**

- Explored Relational Database Design and normalized data
- Defining Database Design Concepts
- Creating Tables and a Database
- Building a Table with the Table Templates
- Constructing a Table in Design View
- Working with Subdatasheets

### **Modifying Tables and Setting Field Properties**

- Working in Table Design View
- Modifying the Structure of a Table
- Defining Field Properties
- Assigning Field Size and a Different Field Label
- Utilizing the Display Format for a Field
- Specifying Decimal Places for a Number or Currency Field
- Defining a Value to be Entered in a Field
- Requiring Data to be Entered into a field
- Defining an Input Mask

### **Working with Primary Keys and Indexes**

- Setting Primary Key Fields
- Adding Indexes to Tables

### **Establishing Table Relationships**

- Developing a Data Diagram
- Creating Permanent Table Relationships
- Enforcing Referential Integrity
- Cascade Update and Cascade Delete
- Types of Joins

### **Sorting and Filtering Data**

- Performing a Simple Sort
- Filtering Data
- Using the Advanced Filter/Sort Window

### **Querying Data**

- Understanding Query Concepts
- Building a Query with a Wizard
- Creating a Simple Query Using Design View
- Entering Criteria in a Query
- Changing the Field and Sort Order of a Query

### **Setting Query Criteria**

- Preventing the Display of Duplicate Records
- Specifying Multiple Criteria in a Query
- Performing Simple Calculations in a Query
- Creating Multi-Table Queries

### **Creating and Using Basic Forms**

- Creating a Form using the AutoForm feature
- Making a Form Using the Form Tool
- Adding Controls to a Form
- Creating a Split Form
- Working with Records in a Form

### **Creating Basic Reports**

- Exploring Reporting Concepts
- Creating a Report Using the New Object Button
- Making a Report with a Wizard
- Adding a Control to a Report
- Modifying Format Properties of Controls
- Printing a Report