

Microsoft® Office Access® 2010: Level 1 (Second Edition)

Course Description

Introduction to databases: Tables, modifying a table, managing records in tables, select queries, calculations in queries, creating and using forms and reports, creating databases and copying.

Prerequisites: Basic Windows skills.

Course Objectives

Upon successful completion of this course, students will be able to:

- identify the basic components of an Access database.
- build the structure of a database.
- manage data in tables.
- query a database.
- design forms.
- generate reports.

Course Content

Lesson 1: Getting Started with Access Databases

Topic 1A: Identify the Elements of the Access 2010 Interface

Topic 1B: Identify the Components of a Database

Topic 1C: Examine the Relational Database Design Process

Lesson 2: Building the Structure of a Database

Topic 2A: Create a New Database

Topic 2B: Create a Table

Topic 2C: Manage Tables

Topic 2D: Establish Table Relationships

Lesson 3: Managing Data in a Table

Topic 3A: Modify Table Data

Topic 3B: Sort and Filter Records

Topic 3C: Work with Subdatasheets

Lesson 4: Querying a Database

Topic 4A: Create a Query

Topic 4B: Add Criteria to a Query

Topic 4C: Add a Calculated Field to a Query

Topic 4D: Perform Calculations on a Record Grouping

Lesson 5: Designing Forms

Topic 5A: Create a Form

Topic 5B: Modify the Design of a Form

Topic 5C: View and Edit Data Using an Access Form

Lesson 6: Generating Reports

Topic 6A: Create a Report

Topic 6B: Add a Control to a Report

Topic 6C: Format the Controls in a Report

Topic 6D: Enhance the Appearance of a Report

Topic 6E: Prepare a Report for Print

Microsoft® Office Access® 2010: Level 2 (Second Edition)

Course Description

Learn how to enhance database designs by using the principles of data normalization, table relationships, referential integrity; by querying multiple tables for data used in customized forms, reports/ subreports; and by creating data access pages.

Prerequisites: CNCMP 046

Course Objectives

Upon successful completion of this course, students will be able to:

- Streamline data entry and maintain data integrity.
- Join tables to retrieve data from unrelated tables.
- Create flexible queries to retrieve data and modify tables.
- Improve the functionality of Access forms.
- Customize reports to organize the displayed information and produce specific print layouts.
- Share data between Access and other applications.

Course Content

Lesson 1: Controlling Data Entry

Topic 1A: Constrain Data Entry Using Field Properties

Topic 1B: Establish Data Entry Formats for Entering Field Values

Topic 1C: Create a List of Values for a Field

Lesson 2: Joining Tables

Topic 2A: Create Query Joins

Topic 2B: Join Tables That Have No Common Fields

Topic 2C: Relate Data Within a Table

Lesson 3: Creating Flexible Queries

Topic 3A: Set the Select Query Properties

Topic 3B: Retrieve Records Based on Input Criteria

Topic 3C: Create Action Queries

Lesson 4: Improving Forms

Topic 4A: Restrict Data Entry in Forms

Topic 4B: Organize Information with Tab Pages

Topic 4C: Add a Command Button to a Form

Topic 4D: Create a Sub form

Topic 4E: Display a Summary of Data in a Form

Topic 4F: Change the Display of Data Conditionally

Lesson 5: Customizing Reports

Topic 5A: Organize Report Information

Topic 5B: Format Reports

Topic 5C: Control Report Pagination

Topic 5D: Add a Calculated Field to a Report

Topic 5E: Add a Sub report to an Existing Report

Topic 5F: Create a Mailing Label Report

Lesson 6: Sharing Data Across Applications

Topic 6A: Import Data into Access

Topic 6B: Export Data to Text File Formats

Topic 6C: Export Access Data to Excel

Topic 6D: Create a Mail Merge