

ACCESS 2010 LEVEL I

7 hours

Familiarity with Windows Operating Systems Required

The Fundamentals

Introduction to Databases
 What's New in Access 2007?
 Starting Access and Opening a Database
 Understanding the Access Program Screen
 Using Menus and Toolbars
 Filling Out Dialog Boxes
 Keystroke and Right Mouse Button Shortcuts
 Opening and Modifying Database Objects
 Working with Multiple Windows
 Tour of a Table
 Adding, Editing, and Deleting Records
 Tour of a Form, Query and Report
 Previewing and Printing a Database Object
 Selecting Data
 Cutting, Copying, and Pasting Data
 Using Undo
 Checking Your spelling
 Getting Help from the Office Assistant
 Changing the Office Assistant
 Using the "What's This" Button
 Using the Zoom Box
 Closing a Database and Exiting Access

Creating and Working with a Database

Planning a Database
 Creating a Database Using the Database Wizard
 Creating a Blank Database
 Creating a Table Using the Table Wizard
 Modifying a Table and Understanding Data Types
 Creating a New Table from Scratch
 Creating a Query in Design View
 Modifying a Query
 Sorting a Query Using Multiple Fields
 Developing AND and OR Operators
 Creating a Form with the Form Wizard
 Creating a Report with the Report Wizard
 Creating Mailing Labels with the Label Wizard
 Database Object Management
 File Management
 Compacting and Repairing a Database
 Converting an Access Database

Finding, Filtering, and Formatting Data

Finding and Replacing Information
 Sorting Records
 Filtering by Selection
 Filtering by Form
 Creating an Advanced Filter
 Adjusting Row Height and Column Width
 Rearranging Columns
 Changing Gridline and Cell Effects
 Freezing a Field
 Hiding a Column
 Changing the Datasheet Font

Working with Tables and Fields

Understanding Field Properties
 Indexing a Field
 Adding a Primary key to a Table
 Inserting, Deleting, and Reordering Fields
 Changing a Field's Data
 Using Field Descriptions
 Adding a Caption
 Changing the Field Size
 Formatting Number, Currency, and Date/Time Fields
 Formatting Number, Currency, and Date/Time Fields by Hand
 Formatting Text Fields
 Setting a Default Value
 Requiring Data Entry
 Validating Data
 Creating an Input Mask
 Creating a Lookup Field
 Creating a Value List
 Modifying a Lookup List

Creating Relational Databases

Understanding Table Relationships
 Creating Relationships Between Tables
 Enforcing Referential Integrity
 Testing Referential Integrity and Printing and Deleting Table Relationships
 Understanding Relationship Types