

## ACCESS 2010 INTRODUCTION

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**COURSE LENGTH: 1.0 DAYS**

This introductory course in the Microsoft Access 2010 training series will teach you the capabilities and basic concepts of using Access 2010. This course is a great foundation and gives you the basic skills required to use an Access database.

This course teaches participants how Access 2010 can help in designing and creating databases easily and quickly. After the successful completion of this class, participants will be able to identify the parts of a database, plan and create a database, manage and print a database report and much more.

This training course is now available in Malaysia and Kuala Lumpur.

This Microsoft Access 2010 Introduction training course can be delivered at your premises by one of our expert local or international trainers or live online using our [HIVE](#) technology.

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## ACCESS 2010 INTRODUCTION COURSE OUTLINE

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### FOREWORD

This Access 2010 Introduction training course running in Kuala Lumpur and Malaysia wide, is rated 5.0/5.0 in overall quality by ProCert Labs, covers the basic functions and features of Access 2010.

After an introduction to database concepts and the Access environment and Help systems, participants will learn how to design and create databases. Then they will work with tables, fields, and records; sort and filter data; and set field properties and data entry rules. Participants will then learn to create queries, forms, and reports.

This course will help participants prepare for the Microsoft Office Specialist exam for Access 2010 (exam 77-885). For comprehensive certification training, participants should complete the [Introduction](#), [Intermediate](#), and [Advanced](#) courses for Access 2010.

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### OUTCOMES

- ▶ Identify database components
  - ▶ Start and examine Access
  - ▶ Open a database
  - ▶ Examine the database window, including using Help
  - ▶ Plan and create a database
  - ▶ Examine a table in Datasheet & Design views
  - ▶ Add a field to a table and set the primary key
  - ▶ Sort & filter records
  - ▶ Set field properties
  - ▶ Create queries using the Query Wizard & Design view
  - ▶ Sort & filter query results
  - ▶ Use comparison operators & calculations in queries
  - ▶ Create & modify forms
  - ▶ Create reports
  - ▶ Group & summarize data in a report
  - ▶ Print a report
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### MODULES

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#### Lesson 1: Getting Started

- ▶ Database concepts
  - ▶ Exploring the Access environment
  - ▶ Getting help
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#### Lesson 3: Fields and records

- ▶ Changing the design of a table
- ▶ Finding and editing records
- ▶ Organizing records

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#### Lesson 2: Databases and tables

- ▶ Planning and designing databases
  - ▶ Exploring tables
  - ▶ Creating tables
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#### Lesson 4: Data entry rules

- ▶ Setting field properties
- ▶ Working with input masks
- ▶ Setting validation rules

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### Lesson 5: Basic queries

- ▶ Creating and using queries
- ▶ Modifying query results and queries
- ▶ Performing operations in queries

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### Lesson 6: Using forms

- ▶ Creating forms
- ▶ Using Design view
- ▶ Sorting and filtering records

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### Lesson 7: Working with reports

- ▶ Creating reports
- ▶ Modifying and printing reports

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## WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)