

Microsoft Office Access 2010: Basic

- **Course Length:** 1 Day

Course Overview

This ILT Series course covers the basic functions and features of Access 2010. After an introduction to database concepts and the Access environment and Help systems, students 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. Students will then learn to create queries, forms, and reports.

Course Overview

<u>Course Introduction</u>	2m
Course Introduction	
<u>Unit 01 - Getting Started</u>	17m
Topic A: Database Concepts	
Database Components	
Relational Database	
Topic B: Exploring the Access Environment	
The Access Environment	
Demo - B-1: Starting Access and Examining the Access Window	
Opening Databases	
Demo - B-2: Opening a Database	
The Navigation Pane and Menu	
Demo - B-3: Using the Navigation Pane	
Open a Database Table	
Demo - B-4: Examining a Database Table	
Topic C: Getting Help	
Access Help Online	
Access Help Offline	
Demo - C-1: Using Help	
Unit 01 Review	
<u>Unit 02 - Databases and Tables</u>	56m
Topic A: Planning and Designing Databases	
Planning a Database	
Rules for Names	
Using a Database Template	
Demo - A-2: Creating a Database from a Template	
Creating a Blank Database	
Demo - A-3: Creating a Blank Database	
Topic B: Exploring Tables	
Views for Tables	
Datasheet View	
Demo - B-2: Examining a Table in Datasheet View	

Navigating in Datasheet View
The Record Selector
Demo - B-3: Navigating a Table in Datasheet View
Table in Design View
Demo - B-4: Examining a Table in Design View
Topic C: Creating Tables
Demo - C-1: Creating a Table from a Table Template
Creating Tables in Design View
Demo - C-2: Creating a Table in Design View
Demo - C-3: Adding Fields and Descriptions to a Table
Setting the Primary Key
Demo - C-4: Setting the Primary Key
The Save As Dialog Box
Demo - C-5: Saving the Table
Adding a Record
Demo - C-6: Adding a Record
The Paste Table As Dialog Box
Demo - C-7: Copying, Modifying, and Deleting a Table
A Composite Key
Demo - C-8: Creating a Composite Key
Demo - C-9: Using the Data Type Gallery
Unit 02 Review

Unit 03 - Fields and Records

39m

Topic A: Changing the Design of a Table

Ineffective Field Names
Demo - A-1: Modifying Field Names
Selecting a Field
Deleting and Inserting Fields
Demo - A-2: Deleting and Inserting Fields
Moving a Field
Demo - A-3: Moving a Field
Using the Attachment Data Type
The Attachments Dialog Box
Demo - A-4: Using the Attachment Data Type
Demo - A-5: Adding a Totals Row

Topic B: Finding and Editing Records

The Find and Replace Dialog Box
Demo - B-1: Finding and Replacing a Value
Undoing Changes
Demo - B-2: Undoing Changes

Topic C: Organizing Records

Sorting Records by a Single Field
Demo - C-1: Sorting Records by a Single Field
Sorting Records by Multiple Fields
Demo - C-2: Sorting Records by Multiple Fields
Filter By Selection
Filter from the Shortcut Menu
Demo - C-3: Using Filter By Selection
Filter By Form

Demo - C-4: Using Filter By Form
Filter Excluding Selection
Demo - C-5: Using Filter Excluding Selection
Advanced Filter/Sort
Demo - C-6: Using Advanced Filter/Sort
Deleting Records
Demo - C-7: Deleting a Record
Unit 03 Review

Unit 04 - Data Entry Rules

26m

Topic A: Setting Field Properties

Field Properties
Setting the Required Property
Demo - A-1: Setting the Required Property
Allow Zero Length Property
Demo - A-2: Using the Allow Zero Length Property
Field Size Property
Demo - A-3: Setting the Field Size Property
Append Only Property
The History Dialog Box
Demo - A-4: Setting the Append Only Property

Topic B: Working with Input Masks

Input Mask Definition: Sections
Creating an Input Mask
Demo - B-1: Creating an Input Mask
Using the Input Mask Wizard
Demo - B-2: Working with the Input Mask Wizard

Topic C: Setting Validation Rules

Creating a Validation Rule
Demo - C-1: Creating Validation Rules
Setting Validation Text
Demo - C-2: Setting Validation Text
Unit 04 Review

Unit 05 - Basic Queries

36m

Topic A: Creating and Using Queries

Queries
The Simple Query Wizard
Demo - A-2: Using the Query Wizard
Creating Queries in Design View
Demo - A-3: Creating a Query in Design View
Saving and Running a Query
Demo - A-4: Saving and Running the Query
Sorting Query Results
Demo - A-5: Sorting Query Results
Filtering Query Results
Demo - A-6: Filtering a Query by Adding Criteria
Creating Queries from Filters
Demo - A-7: Creating a Query from a Filter

Topic B: Modifying Query Results and Queries

Editing Records in Query Results
Demo - B-1: Editing Query Results
Modifying the Query Design
Demo - B-2: Adding Fields to a Query
Searching for Null Values
Demo - B-3: Finding Records with Empty Fields
Topic C: Performing Operations in Queries
Using Comparison Operators
Demo - C-1: Using Comparison Operators
Using the OR Condition
Demo - C-2: Using the OR Condition
Using the AND Condition
Demo - C-3: Using the AND Condition
Wildcard Operators
Demo - C-4: Using the * Wildcard
Using Calculations
Demo - C-5: Using Calculations in a Query
Totaling a Group of Records
Demo - C-6: Totaling a Group of Records
Avg and Count Functions
Demo - C-7: Using the Avg and Count Functions
Demo - C-8: Using the Min and Max Functions
Unit 05 Review

Unit 06 - Using Forms

29m

Topic A: Creating Forms

A Sample Form
A Form in Design View
Form Tools on the Design Tab
Form Tools on the Arrange Tab
Form Tools on the Format Tab
Demo - A-1: Examining a Form
Using the Form Button
A Basic Form
Demo - A-2: Creating a Basic Form
The Form Wizard
Demo - A-3: Creating a Form by Using the Form Wizard

Topic B: Using Design View

Creating Forms in Design View
Demo - B-1: Creating a Form in Design View
Adding a Control
Demo - B-2: Adding Controls
A Property Sheet
Modifying Section Properties
Demo - B-3: Modifying Properties
Conditional Formatting
Demo - B-4: Applying Conditional Formatting

Topic C: Sorting and Filtering Records

Sorting Records

Demo - C-1: Using a Form to Sort Records
Filtering Records
Demo - C-2: Using a Form to Filter Records
Unit 06 Review

Unit 07 - Working with Reports

28m

Topic A: Creating Reports

Print Preview
Demo - A-1: Examining a Report
Basic Reports
Demo - A-2: Creating a Basic Report
Using the Report Wizard
Sample Report Preview
Demo - A-3: Creating a Report by Using the Report Wizard
Sections in Design View
Demo - A-4: Creating a Report in Design View

Topic B: Modifying and Printing Reports

Modifying Reports
Demo - B-1: Modifying a Report in Design View
Layout View
Demo - B-2: Modifying a Report in Layout View
Grouping Records in a Report
Group, Sort, and Total Pane
Demo - B-3: Grouping, Sorting, and Filtering a Report
Adding Summary Fields
Summary Options Dialog Box
Demo - B-4: Adding Summary Fields by Using the Report Wizard
Modifying Report Layout and Style
Demo - B-5: Modifying the Layout and Style of a Report
The Print Preview Tab
Demo - B-6: Printing a Report
Unit 07 Review
Course Closure

Total Duration: 3h 54m