

Information Technology and Computer Skills Training

ACCESS 2010 - INTERMEDIATE

Where: Jefferson City, 1738 E Elm Lower Level

Time: 8:00 a.m. - 4:00 p.m.

Investment: \$125.00

Course Content

Controlling Data Entry

- Restrict Data Entry Using Field Properties
- Establish a Pattern for Entering Field Values
- Create a List of Values for a Field

Joining Tables

- Create Query Joins
- Join Unrelated Tables
- Relate Data Within A Table

Creating Flexible Queries

- Set Select Query Properties
- Create Parameter Queries
- Create Action Queries

Improving Forms

- Design a Form Layout
- Enhance the Appearance of a Form
- Restrict Data Entry in Forms
- Add a Command Button to a Form
- Create a Sub-form

Customizing Reports

- Organize Report Information
- Format the Report
- Set Report Control Properties
- Control Report Pagination
- Summarize Report Information
- Add a Sub-report to an Existing Report
- Create a Mailing Label Report

Sharing Data Across Applications

- Import Data into Access
- Export Data
- Analyze Access Data in Excel
- Export Data to a Text File
- Merge Access Data with a Word Document



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