

Information Technology and Computer Skills Training

ACCESS 2010 - INTRODUCTION

Where: Jefferson City, 1738 E Elm Lower Level

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

Investment: \$125.00

Course Content

Lesson 1: Exploring the Microsoft® Office Access™ 2010 Environment

Examine Database Concepts
Explore the User Interface
Use an Existing Access Database
Customize the Access Environment
Obtain Help

Lesson 2: Designing a Database

Describe the Relational Database Design Process
Define Database Purpose
Review Existing Data
Determine Fields
Group Fields into Tables
Normalize Data
Designate Primary and Foreign Keys
Determine Table Relationships

Lesson 3: Building a Database

Create a New Database
Create a Table
Manage Tables
Create a Table Relationship
Save a Database as a Previous Version

Lesson 4: Managing Data in a Table

Modify Table Data
Sort Records
Work with Subdatasheets

Lesson 5: Querying a Database


Filter Records
Create a Query
Add Criteria to a Query
Add a Calculated Field to a Query
Create Formulas and Functions

Lesson 6: Designing Forms

View Data Using an Access Form
Create a Form
Modify the Design of a Form

Lesson 7: Generating Reports

View an Access Report
Create a Report
Add a Custom Calculated Field to a Report
Format the Controls in a Report
Apply an AutoFormat Style to a Report
Prepare a Report for Print



**Visit our website
to find other
technical and
computer training
programs.**

www.training.oa.mo.gov