1 Days

50534A: Learn Microsoft Access 2010 Step by Step, Level 3

The Microsoft Access 2010 training Level 3 is a one-day class that introduces students with more complex features and functions of Microsoft Access 2010.

Completion of the course equips the participants with the following skill set:

- Importing & Exporting information.
- Copying to and from other Office programs.
- Creating navigation forms.
- Creating custom categories.
- Controlling which features are available.
- Assigning passwords to databases
- Splitting databases.
- Securing databases for distribution.
- Preventing database problems.
- Customizing the Quick Access Toolbar.
- Changing default program options.
- Customizing the ribbon.

Course Details

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Course Outline

Module 1: Import and Export Data

In this module, participants will learn how to populate the tables of a database by importing existing information from other sources and also utilise information that exists in an Access database in other programs.

Lessons

- Import Information
- Export Information

- Copy to and from Other Office Programs

Lab: Importing Information
Lab: Exporting Information
Lab: Copying to and from Other Office Programs

Module 2: Make Databases User-Friendly

In this module participants will learn to make databases easier to access and manipulate, and more difficult to unintentionally change or delete.

Lessons

- Create Navigation Forms

- Create Custom Categories

- Control Which Features Are Available

Lab: Creating Navigation Forms
Lab: Creating Custom Categories
Lab: Controlling Which Features Are Available

Module 3: Protect Databases

In this module participants will explore how to ensure that a database's data is secure and that its data is available and useable.

Lessons

- Assign Passwords to Databases

- Split Databases

- Secure Databases for Distribution

- Prevent Database Problems

Lab: Assigning Passwords to Databases
Lab: Splitting Databases
Lab: Securing Databases for Distribution
Lab: Preventing Database Problems

Module 4: Customize Access

In this module, participants will learn to customize the program options to suit your work needs.

Lessons

- Changing Default Program Options

- Customizing the Ribbon

- Customizing the Quick Access Toolbar

Lab: Changing Default Program Options
Lab: Customizing the Ribbon
Lab: Customizing the Quick Access Toolbar

Who Should Attend

This course is beneficial for information workers who want to learn advanced level Access 2010 skills.

Pre Requisite

Before attending this course, candidates must have:

- Basic computer knowledge.

- Basic file management skills.

- Basic knowledge of the Access 2010 interface and database, table, and form creation and manipulation.

Date - Apr 25, 2024