

1 Days

## 50533A: Learn Microsoft Access 2010 Step by Step, Level 2

The Microsoft Access 2010 training Level 2 is a one-day class that introduces students with intermediate level features and functions of Microsoft Access 2010.

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

- Restricting the type of data & amount of data.
- Restricting data to values in other tables.
- Restricting the format of data.
- Restricting data to values in lists.
- Restricting data by using validation rules.
- Modifying forms created by using a wizard.
- Adding controls.
- Adding sub-forms.
- Using e-mail forms to collect data.
- Creating queries by using a wizard.
- Creating queries manually.
- Using queries to update records & delete records.
- Using queries to summarize data & perform calculations.
- Creating reports manually.
- Adding sub-reports.
- Adding sub-reports.
- Modifying report content.

## Course Details

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### Course Outline

#### Module 1: Maintain Data Integrity

- Restrict the Type of Data

- Restrict the Amount of Data
- Restrict the Format of Data
- Restrict Data by Using Validation Rules
- Restrict Data to Values in Lists
- Restrict Data to Values in Other Tables

**Lab: Restricting the Type of Data**

**Lab: Restricting the Amount of Data**

**Lab: Restricting the Format of Data**

**Lab: Restricting Data by Using Validation Rules**

**Lab: Restricting Data to Values in Lists**

**Lab: Restricting Data to Values in Other Tables**

## **Module 2: Create Custom Forms**

- Modify Forms Created by Using a Wizard
- Add Controls
- Add Subforms
- Use E-Mail Forms to Collect Data

**Lab: Modifying Forms Created by Using a Wizard**

**Lab: Adding Controls**

**Lab: Adding Subforms**

## **Module 3: Create Queries**

- Create Queries by Using a Wizard
- Create Queries Manually
- Use Queries to Summarize Data
- Use Queries to Perform Calculations
- Use Queries to Update Records
- Use Queries to Delete Records

**Lab: Creating Queries by Using a Wizard**

**Lab: Creating Queries Manually**

**Lab: Using Queries to Summarize Data**

**Lab: Using Queries to Perform Calculations**

**Lab: Using Queries to Update Records**

**Lab: Using Queries to Delete Records**

## **Module 4: Create Custom Reports**

- Create Reports Manually
- Modify Report Content
- Add Sub-reports

**Lab: Creating Reports Manually**

**Lab: Modifying Report Content**

**Lab: Adding Sub-Reports**

## Who Should Attend

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

## Pre Requisite

Before attending this course, candidates must have:

- Basic computer knowledge and File management skills.
- Basic knowledge of Access 2010 interface, database, table, and form creation and manipulation.

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