

5 Days

50532A: Learn Microsoft Access 2010 Step by Step, Level 1

The Microsoft Access 2010 training Level 1 is a one-day class that introduces students to the various features and functions of Microsoft Access 2010.

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

- Working in Access 2010.
- Understanding database concepts.
- Exploring tables, forms, queries & reports.
- Creating databases and tables manually.
- Previewing and printing Access objects.
- Creating databases from templates.
- Manipulating table columns and rows.
- Refining table structure.
- Creating relationships between tables.
- Creating forms by using the Form tool.
- Changing the look of forms.
- Changing the arrangement of forms.
- Modifying report design.
- Sorting & Filtering information in tables.
- Locating information that matches multiple criteria.
- Creating reports by using a wizard.
- Previewing and printing reports.

Course Details

Course Outline

Module 1: Explore an Access 2010 Database

- Work in Access 2010

- Understand Database Concepts
- Explore Tables
- Explore Forms
- Explore Queries
- Explore Reports
- Preview and Print Access Objects

Lab: Working in Access 2010

Lab: Exploring Tables

Lab: Exploring Forms

Lab: Exploring Queries

Lab: Exploring Reports

Lab: Previewing and Printing Access Objects

Module 2: Create Databases and Simple Tables

- Create Databases from Templates
- Create Databases and Tables Manually
- Manipulate Table Columns and Rows
- Refine Table Structure
- Create Relationships Between Tables

Lab: Creating Databases from Templates

Lab: Creating Databases and Tables Manually

Lab: Manipulating Table Columns and Rows

Lab: Refining Table Structure

Lab: Creating Relationships Between Tables

Module 3: Create Simple Forms

- Create Forms by Using the Form Tool
- Change the Look of Forms
- Change the Arrangement of Forms

Lab: Creating Forms by Using the Form Tool

Lab: Changing the Look of Forms

Lab: Changing the Arrangement of Forms

Module 4: Display Data

- Sort Information in Tables
- Filter Information in Tables
- Filter Information by Using Forms
- Locate Information That Matches Multiple Criteria

Lab: Sorting Information in Tables

Lab: Filtering Information in Tables

Lab: Filtering Information by Using Forms

Lab: Locating Information That Matches Multiple Criteria

Module 5: Create Simple Reports

- Create Reports by Using a Wizard
- Modify Report Design
- Preview and Print Reports

Lab: Creating Reports by Using a Wizard

Lab: Modifying Report Design

Lab: Previewing and Printing Reports

Who Should Attend

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

Pre Requisite

Before attending this course, candidates must have:

- Basic computer knowledge.
- Basic file-management skills.

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