

Microsoft Access 2010 Level 1
6 hours 9:00 am – 4:00 pm

- What is a database?
- Excel vs. Access
- Access object overview: tables, queries, forms, and reports
- Naming convention
- Creating tables
- Field and table properties
- Entering and editing records in a table
- Filtering and data entry shortcuts
- Types of Access queries
- Creating queries
- Parameter queries
- Query criteria
- Wildcards
- Introduction to forms and reports

In this course you will learn what a database is and why it is advantageous to use Access rather than Excel. You will learn the four basic Access objects and the purpose of each of these objects. You will create a table and set the table and field properties to ensure accurate data entry. You will enter data into a table and use keyboard shortcut techniques to become more efficient. You will learn how to filter data in an existing table and to then create and save queries to filter data in multiple ways. You will also learn the various types of queries in Access and the purpose of each. Finally, forms and reports will be introduced and discussed briefly.