



Access 2010 - Introduction

Duration

2 days

Description

This course is designed as an introduction for those who wish to use Microsoft Access to create and modify databases and their objects.

Prerequisites

Those attending should have a good working knowledge of Windows.

Exploring the Microsoft Access 2010 Environment

Allows you to familiarise yourself with the new user interface.

Database Concepts

Discover what are databases, tables, records and fields.

Designing a Database

Looks at how you would structure your data and key concepts such as normalization.

Creating a Database

Create your first database.

Tables & Fields

Designing, creating, and modifying tables and the fields within them. Along with adding, deleting and editing the records within the table.

Relationships

Creating multiple tables and the relationships between them.

Queries

What is a query and how to create them to extract data from your tables.

Forms

The creation and use of forms in Access to allow the end user to work with the data in your tables.

Reports

Create and format reports based on data within the database.

Sharing Data

Importing and exporting data to and from Access.

Other

This covers questions that delegates may have and such things as sorting, filtering and printing issues.