



*Are you a pencil pusher trapped in a computer?
We can help?*

M J H COMPUTER TRAINING

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Microsoft® Office Access® 2010: Level 1

Course length: 1.0 day(s)

Course Objective: You will create and modify new databases and their various objects.

Course Content

Lesson 1: Getting Started with Access 2010

Topic 1A: Identify the Elements of the User Interface

Topic 1B: Identify the Tabs and Commands on the Ribbon

Topic 1C: Obtain Help in Access

Lesson 2: Identifying the Components of a Database

Topic 2A: Define Database Concepts

Topic 2B: Identify the Components of a Database

Topic 2C: Examine the Relational Database Design Process

Lesson 3: Organizing Data in Tables

Topic 3A: Create a Table

Topic 3B: Modify Table Data and Properties

Topic 3C: Create a Table Relationship

Lesson 4: Viewing Data in Tables

Topic 4A: Sort Records

Topic 4B: Filter Records

Topic 4C: View Data from Related Tables

Lesson 5: Querying a Database

Topic 5A: Create a Query

Topic 5B: Add Criteria to a Query

Topic 5C: Add a Calculated Field to a Query

Topic 5D: Perform Calculations on a Record Grouping

Lesson 6: Designing Forms

Topic 6A: Create a Form

Topic 6B: View Data Using an Access Form

Topic 6C: Modify a Form

Lesson 7: Generating Reports

Topic 7A: View an Access Report

Topic 7B: Create a Report

Topic 7C: Add a Calculated Field to a Report

Topic 7D: Format the Controls in a Report

Topic 7E: Apply a Theme to a Report

Topic 7F: Prepare a Report for Print