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We can help?*

**M J H COMPUTER TRAINING**

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# Microsoft® Office Access® 2010: Level 2

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**Course length: 1.0 day(s)**

## **Course Content**

### **Lesson 1: Controlling Data Entry**

**Topic 1A:** Constrain Data Entry Using Field Properties

**Topic 1B:** Establish Data Entry Formats for Entering Field Values

**Topic 1C:** Create a List of Values for a Field

### **Lesson 2: Joining Tables**

**Topic 2A:** Create Query Joins

**Topic 2B:** Join Tables with No Common Fields

**Topic 2C:** Relate Data Within a Table

### **Lesson 3: Creating Flexible Queries**

**Topic 3A:** Set the Select Query Properties

**Topic 3B:** Retrieve Records Based on Input Criteria

**Topic 3C:** Create Action Queries

### **Lesson 4: Improving Forms**

**Topic 4A:** Restrict Data Entry in Forms

**Topic 4B:** Organize Information with Tab Pages

**Topic 4C:** Add a Command Button to a Form

**Topic 4D:** Create a Subform

**Topic 4E:** Display a Summary of Data in a Form

**Topic 4F:** Change the Display of Data Conditionally

### **Lesson 5: Customizing Reports**

**Topic 5A:** Organize Report Information

**Topic 5B:** Format Reports

**Topic 5C:** Control Report Pagination

**Topic 5D:** Summarize Report Information

**Topic 5E:** Add a Subreport to an Existing Report

**Topic 5F:** Create a Mailing Label Report

### **Lesson 6: Sharing Data Across Applications**

**Topic 6A:** Import Data into Access

**Topic 6B:** Export Data to Text File Formats

**Topic 6C:** Export Access Data to Excel

**Topic 6D:** Create a Mail Merge