

Course:**Access 2010: Basic, First Look Edition**

Course Details**Course Number:** 1-4260-1980-7**Category:** Business & Office Applications**Duration:** 1.00 day**Description**

This ILT Series course covers the basic functions and features of Access 2010. After an introduction to database concepts and the Access environment and Help systems, students will learn how to design and create databases. Then they will work with tables, fields, and records; sort and filter data; and set field properties and data entry rules. Students will then learn to create queries, forms, and reports.

Outline**Unit 1: Getting started**

- Topic A: Database concepts
- Topic B: Exploring the Access environment
- Topic C: Getting help

Unit 2: Databases and tables

- Topic A: Planning and designing databases
- Topic B: Exploring tables
- Topic C: Creating tables

Unit 3: Fields and records

- Topic A: Changing the design of a table
- Topic B: Finding and editing records
- Topic C: Organizing records

Unit 4: Data entry rules

- Topic A: Setting field properties
- Topic B: Working with input masks
- Topic C: Setting validation rules

Unit 5: Basic queries

- Topic A: Creating and using queries
- Topic B: Modifying query results and queries
- Topic C: Performing operations in queries

Unit 6: Using forms

- Topic A: Creating forms
- Topic B: Using Design view
- Topic C: Sorting and filtering records

Unit 7: Working with reports

- Topic A: Creating reports
- Topic B: Modifying and printing reports

Please note that this content is meant to be a guideline.
Class material is subject to change and may be presented in a slightly different format than listed.