

# Microsoft Access 2010

## Level 1

**ERP · BI · CRM · EPM · HR · PAYROLL**

## Course Outline

Most organizations maintain and manage large amounts of information. One of the most efficient and powerful ways of managing data is by using relational databases. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will examine the basic database concepts, and create and modify databases and their various objects using the Microsoft® Office Access™ 2010 relational database application.

### Course duration:

This course is scheduled for one day from 9:00 till 16:00.

### Course pre-requisites:

To effectively understand this course, we recommend that you take the Microsoft Windows XP Beginners course offered by On-Site Training or have equivalent knowledge

### Documentation:

The following documentation is included with the course

- > Microsoft Access 2010 Level 1 user guide
- > Certificate of attendance

### After attending you will be able to:

- > Identify the components of the Microsoft Access 2010 environment<sup>2</sup>
- > Identify the components of a database
- > Organize data in tables
- > View data in tables
- > Query a database
- > Design forms
- > Generate reports

### Who should attend?

This course is designed for students who wish to learn the basic operations of the Microsoft Access Database program to perform their day-to-day responsibilities, and to understand the advantages that using a relational database program can bring to their business processes. The Beginners course is for the individual whose job responsibilities include designing and

creating new databases, tables, and relationships; creating and maintaining records; locating records; and producing reports based on the information in the database. It also provides the fundamental knowledge and techniques needed to advance to more complex Access responsibilities such as maintaining databases and using programming techniques that enhance Access applications.



## Topics Covered

### 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: Reports
- Topic B: Modifying and printing reports



## Venue Details

We have training facilities in Centurion and Rivonia. Please mention which will be your preferred venue for the training. The location will be confirmed once the booking has been received.

### Centurion

1001 Clifton Avenue  
Lyttelton Manor  
Centurion

### Rivonia

3 Fifth Avenue  
Rivonia  
Johannesburg

### **For bookings or more information**

For bookings or more information please feel free to contact us at 0861 11 1680 or e-mail [training@acctech.biz](mailto:training@acctech.biz)

For the latest event schedule visit our training page on [www.acctech.biz](http://www.acctech.biz)