

# Microsoft Access 2010 Level 1

Course Number: NQF95-126

**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 by using a single relational database application and its associated tools. In this course, you will examine the basic database concepts and create and modify data-database application.

Managing large amounts of complex information is common in today's business environment and, if done properly, can provide any business an edge over the competition. However, mismanaged and lost information can cause you to fall behind. Managing data by using the Access 2010 database application can give your business that positive edge.

### Course Number:

NQF95-126

### Unit Standards:

The learning program is based on the following unit standard

- 116936
- 117927

### Course duration:

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

### Course pre-requisites:

To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. To ensure your success, we recommend you first take one of our introductory Windows courses, such as either of the following, or have equivalent skills and knowledge:

- Windows XP Professional: Level 1
- Windows XP: Introduction

### 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 basic components of an Access database
- Build the structure of a database
- Manage data in tables
- Query a database
- Design forms
- Generate reports
- Customize reports to organize the displayed information and produce specific print layouts

### 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 who want to use the application to be more productive in their work. It provides the fundamental knowledge and techniques needed to use more complex Access features such as maintaining databases and using programming techniques that enhance Access applications.

### Topics covered

#### Lesson 1: Getting Started with Access Databases

Topic 1: Identify the elements of the Access 2010 Interface

Topic 2: Identify the Components of a Database

Topic 3: Examine the Relational Database Design Process

#### Lesson 2: Building the Structure of a Database

Topic 1: Create a New Database

Topic 2: Create a Table Using the Design View

Topic 3: Manage Tables

Topic 4: Establish Table Relationships

#### Lesson 3: Managing Data in a Table

Topic 1: Modify Table Data

Topic 2: Sort and Filter Records

Topic 3: Work with Subdatasheets

#### Lesson 4: Querying a Database

Topic 1: Create a Query

Topic 2: Add Criteria to a Query

Topic 3: Add a Calculated Field to a Query

Topic 4: Perform Calculations on a Record Grouping

#### Lesson 5: Designing Forms

Topic 1: Create a Form

Topic 2: Modify the Design of a Form

Topic 3: View and Edit Data Using an Access Form

#### Lesson 6: Generating Reports

Topic 1: Create a Report

Topic 2: Add a Control to a Report

Topic 3: Format the Controls in a Report

Topic 4: Enhance the Appearance of a Report

Topic 5: Prepare a Report for Print

**Lesson 7: Customizing Reports**

Topic 1: Organize Report Information

Topic 2: Format Reports

Appendix A: Working with Database Tables

Appendix B: Working with Forms and Queries

Appendix C: Delete a Report

**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)