



# Microsoft Access 2007/2010

Level 1 - Introductory



## Detailed Course outline - Needs analysis

### Contents

#### ➤ Access 2010 Orientation

- ✓ Understanding Microsoft Access 2010
- ✓ Starting Access
- ✓ Understanding The Backstage View
- ✓ Opening An Existing Database File
- ✓ Understanding The Access 2010 Screen
- ✓ Working With The Navigation Pane
- ✓ Working With A Table
- ✓ Working With Other Database Objects
- ✓ Closing A Database File
- ✓ Exiting From Access 2010

#### ➤ Designing A Lookup Database

- ✓ Understanding How Access Stores Data
- ✓ Understanding Access 2010 Data Types
- ✓ Scoping Your New Database
- ✓ Identifying Table Problems
- ✓ Refining Table Structures
- ✓ Finalising The Design

#### ➤ Creating A Lookup Database

- ✓ Creating A New Database File
- ✓ Creating The Lookup Table
- ✓ Defining The Primary Key
- ✓ Saving And Closing A Table
- ✓ Creating The Transaction Table
- ✓ Understanding Lookup Table Relationships
- ✓ Connecting To A Lookup Table
- ✓ Viewing Table Relationships

#### ➤ Modifying Table Structures

- ✓ Opening An Existing Table
- ✓ Adding Fields To An Existing Table
- ✓ Understanding Field Properties
- ✓ Changing Field Size
- ✓ Changing Field Names
- ✓ Changing Decimal Places
- ✓ Changing Date Formats
- ✓ Indexing Fields
- ✓ Deleting Fields From A Table
- ✓ Copying A Table Within A Database
- ✓ Deleting A Table From A Database File

#### ➤ Adding Records To A Table

- ✓ Typing Records In A Table
- ✓ Adding Records Using A Form
- ✓ Saving A Form Layout For Reuse

- ✓ Adding Records Using An Existing Form
- ✓ Adding Records
- ✓ Importing From Microsoft Excel

#### ➤ Adding Transactional Records

- ✓ Typing Transactional Records
- ✓ Adding Transactional Records Using A Form
- ✓ Adding Transactional Records
- ✓ Adding Records Using A Subdatasheet
- ✓ Removing A Subdatasheet
- ✓ Inserting A Subdatasheet

#### ➤ Working With Records

- ✓ Table Navigation
- ✓ Navigating To A Specific Record
- ✓ Editing A Record
- ✓ Deleting Record Data
- ✓ Undoing A Change
- ✓ Deleting A Record
- ✓ Deleting Several Records
- ✓ Searching In A Table
- ✓ Searching In A Field
- ✓ Finding And Replacing
- ✓ Printing Records From A Table
- ✓ Compacting A Database

#### ➤ Sorting And Filtering

- ✓ Simple Sorting
- ✓ Sorting On Several Fields
- ✓ Simple Filtering
- ✓ Working With Filters
- ✓ Filtering Between Dates

#### ➤ Creating Queries

- ✓ Understanding Queries
- ✓ Creating A Query Design
- ✓ Working With A Query
- ✓ Changing A Query Design
- ✓ Applying Record Criteria
- ✓ Clearing Selection Criteria
- ✓ Saving A Query
- ✓ Running Queries From The Navigation Pane
- ✓ Deleting A Query
- ✓ Creating Queries

#### ➤ Creating And Using Reports

- ✓ Understanding Reporting In Access
- ✓ Creating A Basic Report
- ✓ Working With Existing Reports
- ✓ Previewing And Printing A Report
- ✓ Changing The Report Layout
- ✓ Using The Report Wizard

- ✓ Creating A Grouped Report
- ✓ Creating A Statistical Report
- ✓ Working With Grouped Reports

#### ➤ Creating And Using Forms

- ✓ Understanding Forms
- ✓ Creating A Basic Form
- ✓ Creating A Split Form
- ✓ Binding A Form To A Query
- ✓ Using The Form Wizard
- ✓ Working With Existing Forms
- ✓ Editing Records In A Form
- ✓ Deleting Records Through A Form
- ✓ Deleting An Unwanted Form

#### ➤ Concluding Remarks