

MOS – Access 2010

Course Aims

The course empowers the trainee to understand the basic concepts of databases and demonstrate the ability to use a database on a personal computer. The course introduces the skills required to design and plan a database using a standard database package as well as how to retrieve information from an existing database by using queries, select and sort tools available in the data-base. The trainee shall also be able to create and modify forms and reports.

This course prepares the participants for the Microsoft Office Specialist exam.

Pre-requisites

A basic working knowledge of Windows and older versions of Microsoft Access would be an advantage.

Level	Duration	Time
Basic to Advanced	3 Days / 24Hours	9:00 am to 6:00 pm

Module 1. Exploring Access 2010

- Working with Access
- Starting Access
- Using the Interface
- Using the File tab
- Opening an Existing Database
- Using Database Templates
- Creating a New Database
- Saving and Publishing a Database
- Using the Ribbon
- Using the Contextual Tabs
- Using the Quick Access Toolbar
- Using the Mini Toolbar
- Using Database Objects
- Using the Navigation Pane
- Opening a Database Object
- Using Tabbed Documents
- Closing a Tabbed Document
- Closing All Tabbed Documents
- Using the Status Bar
- Using the Options Dialog Box
- Using Application Parts
- Closing a Database
- Exiting Access
- Labs - Exploring Access 2010

Module 2. Customizing the Navigation Pane

- Creating Custom Categories
- Creating Custom Groups
- Adding Database Objects to a Group
- Showing/Hiding the Unassigned Objects Group
- Renaming Objects
- Deleting Objects from a Group
- Setting Navigation Options
- Labs - Customizing the Navigation Pane

Module 3. Creating Tables

- Designing Tables
- Creating a Table in Datasheet View
- Creating a Table in Design View
- Adding Field Names
- Assigning Data Types
- Saving a New Table
- Adding a Field Description
- Setting a Primary Key
- Using Multi-valued Fields
- Labs - Creating Tables

Module 4. Setting Field Properties

- Using Field Properties
- Limiting Field Size
- Setting Number Formats
- Setting Date/Time Formats
- Setting Yes/No Formats
- Setting Default Values
- Setting Validation Rules
- Creating an Input Mask -Wizard
- Creating an Input Mask Manually
- Creating a Custom Input Mask
- Typing a Lookup List
- Modifying Lookup Properties
- Labs - Setting Field Properties

Module 5. Working with Tables

- Using Datasheet View
- Navigating Fields in Tables
- Using Field Templates
- Adding Records
- Moving through Records
- Selecting Records
- Editing Records
- Saving Records
- Deleting Records
- Displaying a Totals Row in a Table
- Labs - Working with Tables

Module 6. Editing Tables

- Changing the Row Height
- Changing the Column Width
- Changing a Font Attribute
- Changing a Cell Effect
- Using Alternate Background Colors
- Selecting a Column
- Moving a Column
- Hiding a Column
- Unhiding a Column
- Freezing a Column
- Labs - Editing Tables

Module 7. Finding and Filtering Data

- Sorting Records
- Finding Specific Records
- Finding Records using Wildcards
- Using Replace
- Using Filter By Selection
- Applying/Removing a Filter
- Using Filter Excluding Selection
- Using the Search Box
- Using Quick Filter

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- Using AutoFilter
- Labs - Finding and Filtering Data

Module 8. Creating Relationships

- Using Related Tables
- Creating a Relationship between Tables
- Setting Referential Integrity
- Viewing Subdatasheets
- Deleting a Join Line
- Labs - Creating Relationships

Module 9. Using Simple Queries

- Using Queries and Recordsets
- Using the Simple Query Wizard
- Creating a Query in Design View
- Opening a Query
- Adding a Table to a Query
- Joining Tables in a Query
- Running a Query
- Labs - Using Simple Queries

Module 10. Using Operators in Queries

- Using Comparison Operators
- Using an And Condition
- Using an Or Condition
- Using the Between And Operator
- Using the Expression Builder
- Using a Wildcard Character
- Labs - Using Operators in Queries

Module 11. Modifying Query Results

- Sorting a Query
- Adding Criteria to a Query
- Hiding a Field in a Query
- Displaying a Totals Row in a Query
- Adding a Record using a Query
- Printing a Query
- Labs - Modifying Query Results

Module 12. Designing Advanced Queries

- Setting Top Values in a Query
- Creating a Calculated Field
- Formatting a Calculated Field
- Displaying a Totals Row in a Query
- Creating a Function Query
- Creating a Parameter Query
- Using Multivalued Fields
- Creating a Concatenation in a Query
- Filtering a Query
- Labs - Designing Advanced Queries

Module 13. Creating Action Queries

- Creating a Make-table Query
- Creating an Update Query
- Creating an Append Query
- Creating a Delete Query
- Labs - Creating Action Queries

Module 14. Using Advanced Query Wizards

- Using the Crosstab Query Wizard
- Using the Find Duplicates Query Wizard
- Using the Find Unmatched Query Wizard
- Labs - Using Advanced Query Wizards

Module 15. Creating Basic Forms

- Using Forms
- Using the Form Button
- Adding a Record using a Form
- Using the Calendar for Date Picking
- Using the Form Wizard
- Viewing Records in a Form
- Printing Records in a Form
- Basing a Form on a Query
- Labs - Creating Basic Forms

Module 16. Manipulating Form Controls in Design View

- Selecting Non-adjacent Controls
- Selecting Adjacent Controls
- Deleting Controls
- Sizing a Control by Dragging
- Sizing Controls Automatically
- Setting Control Margins
- Setting Control Padding
- Hiding the Ruler
- Disabling the Snap to Grid Feature
- Displaying the Field List
- Adding a Field
- Adding a Field from another Table
- Moving Part of a Paired Control
- Aligning Controls
- Spacing Controls
- Using Themes
- Labs - Manipulating Form Controls in Design View

Module 17. Using Other Form Techniques

- Creating a Split Form
- Converting an Existing Form to a Split Form
- Editing a Split Form
- Adding a Command Button
- Saving a Form as a Report
- Labs - Using Other Form Techniques

Module 18. Using Advanced Form Design

- Using Forms in Design View
- Creating a Combo Box
- Editing List Items
- Creating a List Box
- Creating an Option Group
- Adding a Logic Control
- Setting the Tab Order Automatically
- Setting the Tab Order Manually
- Adding a Form Header and Footer
- Creating a Blank Form
- Labs - Using Advanced Form Design

Module 19. Creating Basic Reports

- Using Reports
- Using the Report Button
- Using Print Preview -Reports
- Printing Pages of a Report
- Using the Report Wizard
- Changing Views in a Report
- Grouping and Summarizing Report Data
- Basing a Report on a Query
- Labs - Creating Basic Reports

Module 20. Using Controls and Layouts

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- Switching Views
- Using Controls
- Using Control Layouts
- Using a Stacked Layout
- Using a Tabular Layout
- Removing a Control from a Layout
- Moving Controls
- Viewing the Properties of an Object
- Changing a Control Property
- Labs - Manipulating Controls

Module 21. Using Editing Tools

- Changing the Font
- Changing the Font Size
- Changing the Character Format
- Changing the Font Color
- Changing Fill and Background Colors
- Formatting Lines and Borders
- Applying Special Effects
- Using Conditional Formatting
- Labs - Using Editing Tools

Module 22. Using Advanced Report Design

- Adding Report Sections in Design View
- Creating a Calculated Control
- Creating a Running Summary
- Inserting a Date/Time Control

- Inserting a Page Break
- Changing the Report Margins
- Using the Label Wizard
- Creating a Report without Using a Wizard
- Labs - Using Advanced Report Design

Module 23. Using Access Database Security

- Encrypting a Database with a Password
- Opening and Decrypting a Database
- Removing a Database Password
- Labs - Using Access Database Security

Module 24. Using Advanced Database Features

- Importing Data
- Linking Data to an Access Table
- Using the Linked Table Manager
- Exporting Data
- Converting Files
- Printing a Relationship Document
- Compacting and Repairing a Database
- Using Name AutoCorrect
- Backing Up a Database
- Labs - Using Advanced Database Features