

Microsoft Office Access 2010: Levels 1 – 2 Instructor-Led (Classroom) - One Day Per Level

Level 1 - Course Description

You will create and modify new databases and their various objects.

Upon successful completion of this course, students will be able to:

- identify the components of the Microsoft Access 2010 environment.
- identify the components of a database.
- organize data in tables.
- view data in tables.
- query a database.
- design forms.
- generate reports.

Who Needs To 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 Level 1 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.

Prerequisites

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 the introductory Windows courses, such as either of the following, or have equivalent skills and knowledge:

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

Course Fee

\$245

Level 2 - Course Description

You will improve and customize tables, queries, forms and reports, and share Access data with other applications.

Upon successful completion of this course, students will be able to:

- streamline data entry and maintain data integrity.
- join tables to retrieve data from unrelated tables.



Level 2 - Course Description (Continued)

- create flexible queries to display specified records, allow for user-determined query criteria, and modify data using queries.
- improve forms.
- customize reports to organize the displayed information and produce specific print layouts.
- share data between Access and other applications.

Who Needs To Attend

This course is designed for individuals who wish to learn intermediate-level operations of the Microsoft Office Access program. The target student may also include individuals whose job responsibilities include creating databases, tables, and relationships, as well as working with and revising intermediate-level queries, forms, and reports. It also introduces them to integrating Access data with other applications such as Microsoft Office Word or Excel.

Prerequisites

To ensure your success, we recommend that you first take one of the introductory courses, such as *Microsoft Office Access 2010: Level 1*, or have equivalent knowledge and skills.

Course Fee

\$245

For more information contact Karen Stewart at (702) 697-2242 or KStewart@DatanamicsInc.com.