



Access 2010

Course Outline

Beginning Level – 6 Hour Class

The Access 2010 Interface

- Opening a Database
- Opening a Table
- The Ribbon (Toolbar)
- Ribbon Tabs
- Groups
- Dialog Box Launcher

Tables, Fields and Field Types

- Creating a New Blank Database
- Adding Fields and Setting the Field Type
- About Access Data Types
- Closing and Naming a Table

Table Navigation & Modification

- Opening a Table within a Database
- 'Datasheet View' vs. 'Design View'
- Adding Records to a Table
- Navigating Through Records
- Adjusting Column Width
- Automatically Resizing a Column Widths
- Rearranging the Column Order

Manipulating Tables & Records

- Renaming a Table
- Editing Data within a Record
- Deleting Data within a Record
- Using the Undo Command
- Deleting a Single Record
- Deleting Multiple Records
- Deleting a Table

Primary Keys and Indexing

- Defining a Primary Key
- Indexing
- Creating a Single-Field Index
- Creating a Multiple-Field Index
- Deleting Multi-Field Indexes

Filtering

- Text Filters
- Single Filter
- Multiple Filters

Sorting

- Sorting Records
- Removing a Sort
- Sorting on Multiple Fields

Queries

- Creating a Query
- Adding Criteria to a Query
- Running a Query
- Editing Criteria In a Query
- Saving a Query
- Wildcards
- Deleting a Query

Reports

- Creating a Report
- Using the Report Wizard
- Modifying the Layout of a Report
- Widening a Report Column
- Modifying the Report Title
- Resizing Reports For Printing
- Closing a Report
- Deleting a Report

Forms

- Creating Forms
- Modifying Forms
- Saving a Form
- Form View
- Adding and Formatting Attachments
- Modifying Data within Records
- Deleting Records using a Form
- Adding Records using a Form
- Closing Forms
- Deleting a Form
- Inserting and Modifying a Form Header
- Inserting and Modifying a Form Footer