

Microsoft Access 2010 – Level 1

Course Introduction

The Microsoft Access 2010 – Level 1 course teaches students the fundamentals of the Microsoft Access 2010 application.

In this course, students examine database objects and learn to manage data in a database. They learn to sort and filter data, display and format data, and use simple queries to retrieve data. Students learn to create and modify databases and tables, and work with simple forms and reports.

Students accomplish the learning objectives for each module through a series of hands-on tasks, for which they are given step-by-step instructions and desired result checkpoints. The tasks provide ample opportunity for students to practice, apply, and develop the skills covered in the course.

A practice exercise and review questions are included at the end of each module to measure progress and reinforce the skills learned. There is also a lab exercise at the end of the course to provide further practice and review to reinforce the topics learned throughout the course, and to help prepare students for the exam.

Course Prerequisite(s)

Introduction to Windows course, or equivalent.

Course Aim

To provide an overview and introduction to the Access 2010 software program, in order to create and manage databases.

Of Interest to

Those interested in creating and working with databases.

Course Breakdown

Module 1:

Introduction to Microsoft Access; What are Access Database Objects and File Types?; Starting and Exiting the Application; Exploring the Access Application Window; Completing Dialog Boxes; Opening and Closing a Database; Getting Help While You Work

Module 2:

Examining Database Objects; Looking at Other Objects; Grouping Database Objects; Managing Data; Editing Data in Datasheet View

Module 3:

Creating a Database; Creating Tables; Setting Field Properties; Lookup Fields and Indexes; Modifying Tables and Fields

Module 4:

Sorting and Filtering Data; Displaying and Formatting Data; Using Queries to Retrieve Data; Finding Duplicates and Creating a Query in Design View

Module 5:

Understanding and Creating Forms; Using the Form Wizard; Modifying and Customizing Forms; Using Form Layout and Design Tools; Formatting and Modifying Form Properties

Module 6:

Understanding Reports; Creating a Report; Using the Report Wizard; Using the Label Wizard; Understanding the Layout and Design Views; Using the Ribbon's Report Layout Tools; Using the Ribbon's Report Design Tools; Formatting Reports and Modifying Report Properties; Printing a Report

Lab Exercise