



Course Description:

One of the most efficient and powerful ways of managing data is by using relational databases. Information can be stored, linked and managed using a single relational database application and its associated tools. In this course you will examine the basic database concepts, create and modify databases and its various objects using the Microsoft® Office Access 2010 database application. This course is designed for students who wish to learn the basic operations of Access database to perform their day-to-day responsibilities and to understand the advantages that using a database application can bring to their business processes. The Level 1 course is for the individual whose job responsibilities include designing and creating new databases, and tables; creating and maintaining records; locating records; and producing queries and basic forms based on the information in the database.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

Course Objectives: To learn to create, and modify databases and its various objects using Microsoft® Office Access 2010.

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

- Create a simple database
- Manipulate existing tables and create new tables
- Find and filter data in records using more than one method
- Use field properties
- Create and delete primary keys
- Use simple queries and modify query results

Prerequisite: Experience and familiarity with Windows environment and Database Concepts or comparable database experience.

Course Outline

Explore Access

- Quick Access toolbar
- Explore the Ribbon interface
- Open/Save/Close a document
- Open/Close database
- Backstage View

Work with Tables

- Use datasheet view
- Navigate fields
- Add/Edit/Save/Delete records
- Edit tables

Create Basic Forms

- Use forms and form buttons
- Add/View/Print records
- Base a form on a query

Find and Filter Data

- Sort and find records
- Filter records
- Use Quick Filter and AutoFilter

Create Tables

- Create a new database
- Design tables
- Add field names and data types
- Set a Primary Key

Set Field Properties

- Use field properties
- Set formats
- Set default values and validation rules
- Create an Input Mask

Work with Indexes

- Create a single field index
- Delete an index

Work with Queries

- Use simple queries
- Modify query results
- Use operators in queries



Course Description:

So far you have been focusing only on essential database user skills such as creating and working with Access tables, queries, and basic forms. In this course, you will create and manage table relationships, consider how to maintain data consistency, enforce database integrity, perform calculations in queries, create advanced queries, and learn how to share Access data with other applications. Level 2 is designed for students who would like to learn intermediate-level operations of the Microsoft® Office Access program. The Level 2 course is for individuals whose job responsibilities include working with related tables; querying multiple tables in a relational database; maintaining data integrity; and handling complex queries. This course is also a prerequisite to taking more advanced courses in Access 2010.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

Course Objectives: Learn to create relationships, maintain data consistency and data integrity, create advanced and action queries, and also integrate Microsoft® Office Access 2010 with other applications.

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

- Create and manage table relationships
- Import and export data
- Design advanced queries in query design mode
- Use Advanced Query Wizards
- Create action queries

Prerequisite: Database Concepts and Access Level 1

Course Outline	
<p>Create Relationships</p> <ul style="list-style-type: none"> • Create table relationships • Set referential integrity • View subdatasheets • Delete a relationship • Print a relationship document <p>Use Advanced Database Features</p> <ul style="list-style-type: none"> • Import data • Link data to an Access table • Use the Linked Table Manager • Export data <p>Design Advanced Queries</p> <ul style="list-style-type: none"> • Create a calculated field • Format a calculated field • Display a totals row in a query • Create a parameter query • Use multivalued fields 	<p>Use Advanced Query Wizards</p> <ul style="list-style-type: none"> • Use the Crosstab Query Wizard • Use the Find Duplicates Query Wizard • Use the Find Unmatched Query Wizard <p>Create Action Queries</p> <ul style="list-style-type: none"> • Create a Make-table Query • Create a Update Query • Create a Append Query • Create a Delete Query



Course Description:

You have worked with the various Access objects, such as tables, queries, advanced queries and basic forms. In this course, you will extend your knowledge of Access input and output by structuring existing data into forms and reports. You will then learn to enhance and customize forms and reports to allow you to control the input and output of the database. This course is for the individual whose job responsibilities include working with related tables; creating forms (basic and advanced); and creating reports (basic and advanced). It is a prerequisite to take more advanced courses in Microsoft® Office Access 2010.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

Course Objectives: To learn to create advanced Access forms and reports by structuring existing data and insert subforms/subreports in forms or reports.

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

- Create advanced forms
- Use controls and layouts in forms and reports
- Manipulate form controls in Form design view
- Use subforms and subreports
- Create both basic and advanced reports

Prerequisite: Database Concepts, Access Level 1 and Level 2

Course Outline

Create Forms

- Create forms using the ribbon Form Group
- Add a record using a form
- View and print records from a form
- Base a form on a query

Use Controls and Layouts

- Explore different form views
- Use controls and control layouts
- Manage properties

Manipulate Form Controls – Design View

- Select adjacent and non-adjacent controls
- Size controls
- Set control margins and padding
- Align and space controls

Use Editing Tools

- Change font and character format
- Change colors and use formatting tools

Use Design View/Advanced Form Design

- Add a label and image
- Add/edit an unbound control
- Edit forms in design view
- Set tabs
- Add Headers and Footers

Use Subforms/Subreports and Split Forms

- Work with subforms/subreports
- Edit subform layouts
- Create/Edit/Save split form

Create Basic Reports

- Create reports using the ribbon Report Group
- Explore different report views
- Print Preview/Print
- Group, summarize, sort report data

Use Advanced Report Design

- Add report sections
- Create calculated controls and running summary



Course Description:

Effective database management calls for mastering the advanced features of Access. In this course, you will automate the usage of the database by creating a custom application via macros. This course is designed for students who have a thorough understanding of the basic and advanced user features of the Microsoft® Office Access 2010 application, and are interested in learning to automate the functionality of the database. The course is also for the student who may need to adapt Access application to the environment.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

Course Objectives: To learn to automate business processes by using macros, password protected databases, and set startup properties.

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

- Use hyperlinks
- Set database passwords
- Create and use macros using the Macro Designer
- Assign macros to form/report/control event
- Create forms that function as menus
- Set database startup properties

Prerequisite: Database Concepts, and Access Level 1, 2 and 3

Course Outline

Use Hyperlink

- Work with hyperlinks
- Create/Insert/Edit/Delete hyperlink field

Use Access Database Security

- Encrypt a database with a password
- Open and decrypt a database

Create Menus

- Create a blank form
- Customize forms to use as menu
- Add a command button to a menu

Create Macros

- Open the Macro Designer
- Introduce the Action Catalog
- Create a macro
- Display macro design arguments
- Save a macro
- Use single step mode for testing
- Edit an existing macro

Use Macros

- Create embedded macros
- Assign a macro to a control
- Create a command button
- Add a condition to a macro
- Create a group macro

Use Events

- Assign macros to events

Set Database Startup Properties

- Hide navigation pane
- Eliminate shortcut menu
- Eliminate most Ribbon Options
- Automatically load a form when database opens
- Name the application