

Access Basic (English)

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| In this class, you will... | Learn the basic operations of Access 2010, including creating a database and tables, creating forms, displaying data, and creating reports. |
| Topics | <p>1 Explore an Access 2010 Database</p> <ul style="list-style-type: none"> Working in Access2010 Understanding Database Concepts Exploring Tables Exploring Forms Exploring Queries Exploring Reports Previewing and Printing Access Objects <p>2 Create Databases and Simple Tables</p> <ul style="list-style-type: none"> Creating Databases from Templates Creating Databases and Tables Manually Manipulating Table Columns and Rows Refining Table Structure Creating Relationships Between Tables <p>3 Create Simple Forms</p> <ul style="list-style-type: none"> Creating Forms by Using the Form Tool Changing the Look of Forms Changing the Arrangement of Forms <p>4 Display Data</p> <ul style="list-style-type: none"> Sorting Information in Tables Filtering Information in Tables Filtering Information by Using Forms Locating Information That Matches Multiple Criteria <p>5 Create Simple Reports</p> <ul style="list-style-type: none"> Creating Reports by Using a Wizard Modifying Report Design Previewing and Printing Reports |
| Aimed at... | <p>Those who can type text.</p> <p>Those who use Access for the first time.</p> |