

# Microsoft Access 2010 Introduction

**Duration: 1 Day**

This course is aimed at users who are new to Access. On completion of the course the delegates will be able to understand database concepts and terminology. They will be able to work confidently in a database, work with tables, select specific records from queries and produce reports.

The following gives a brief overview of the course content, which may be tailored to your requirements if required.

## Introduction

- What is a database?
- Database objects explained
- Database window and navigation bar

## Modifying a Table

- Adding and deleting a record
- Changing column widths
- Freezing columns
- Hiding and moving columns
- Changing field properties
- Totals

## Creating Queries

- Creating a new query
- Selecting criteria
- Modifying a query
- Using relational operators
- Summary queries

## Designing Simple Forms

- Inputting using forms
- Adding headers and logos

## Sort, Find and Filter

- Sort alphabetically in a table
- Finding and editing records
- Filter by selection and form

## Creating a Report

- Using report wizard
- Tabular reports
- Modifying a report