

Microsoft Access 2010 Certification

Course Code: MSACS10; Three days; Instructor-Led

Courseware 3245-1 Exam 77-885

Course Description

Microsoft® Access 2010 Core teaches students how to design data tables, select appropriate data types and relate tables logically. Students will create and modify database objects including tables, forms, reports, queries and macros, and will apply intermediate skills to streamline data entry, ensure data integrity, automate tasks and analyze data. Students will use the Expression Builder to create expressions and insert identifiers as property settings, use advanced form controls to locate information and restrict data entry, and will set form properties that respond to events.

Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for Microsoft Access 2010 Core Exam #77-885.

Course Series

This *Microsoft Access 2010 Core* courseware is one of eight courses in CCI's Microsoft Office Specialist 2010 series. Other courses available in the series include:

- Word 2010 Core
- Word 2010 Expert
- Excel 2010 Core
- Excel 2010 Expert
- Outlook 2010
- PowerPoint 2010

Instructor Resources are available and are produced specifically to help and assist an instructor in preparing to deliver the course using the CCI materials. Contact your coordinator or administrator, or call your CCI Account Manager for information on how to access these resources.

Course Prerequisites

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the *Microsoft Windows* course or have equivalent Microsoft Windows knowledge and experience.

- | | |
|--|---|
| <input type="checkbox"/> start and run Windows | <input type="checkbox"/> use Minimize, Restore Down/Maximize, or Close |
| <input type="checkbox"/> use the taskbar | <input type="checkbox"/> use the left and right mouse buttons appropriately |
| <input type="checkbox"/> use the Start button | <input type="checkbox"/> understand file management techniques |
| <input type="checkbox"/> use the Help feature | <input type="checkbox"/> navigate between files, folders, or drives |

Course Objectives

This course book teaches the skills you will need to successfully complete the Access 2010 exam. You will use Access to create a database solution that will track information, generate reports, analyze data and streamline the data entry process. You will also explore various techniques for ensuring good database design and for preserving data integrity.

After completing this course, you will be able to:

- ↻ define the function of a database
- ↻ compare databases
- ↻ identify Access file types and file name extensions
- ↻ identify database objects
- ↻ identify the main components of the Access user interface
- ↻ create and open databases
- ↻ add a password and encrypt a database file
- ↻ back up, compact and repair a database
- ↻ set database options
- ↻ plan tables and table fields for a database
- ↻ draw a model of a table
- ↻ understand data types
- ↻ modify field properties and field descriptions
- ↻ define primary keys
- ↻ modify table structure
- ↻ insert, delete and rename fields
- ↻ use Quick Start fields
- ↻ use Application Parts
- ↻ enter records in Datasheet view
- ↻ import data
- ↻ append records
- ↻ modify the layout of a datasheet
- ↻ create relationships
- ↻ create lookup fields
- ↻ add records to related tables using subdatasheets
- ↻ use the Find feature
- ↻ use wildcards in expressions
- ↻ sort and filter records
- ↻ create queries
- ↻ add, move and rearrange query fields
- ↻ hide and show query fields
- ↻ add criteria to a query
- ↻ use operators in expressions
- ↻ work with joined tables
- ↻ create ad hoc relationships
- ↻ use the Expression Builder
- ↻ add totals and calculated fields
- ↻ create make-table, append and crosstab queries
- ↻ create forms
- ↻ use Form Design tools
- ↻ apply form design options
- ↻ add bound and unbound controls
- ↻ format form headers and footers

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- ↻ view form code
- ↻ convert macros to Visual Basic
- ↻ view the Property Sheet
- ↻ add existing fields from the Field List pane
- ↻ work with form layouts
- ↻ reposition and format controls using anchors, padding and margins
- ↻ insert image controls onto forms
- ↻ add expressions to form controls
- ↻ format forms
- ↻ use report views
- ↻ Using the Report Tool and Wizard
- ↻ create reports
- ↻ work with controls
- ↻ group and sort report records
- ↻ add calculated controls
- ↻ use the Chart Wizard
- ↻ modify page size and orientation
- ↻ work with report headers and footers
- ↻ add logos, titles, date and time, and page numbering
- ↻ apply conditional formatting
- ↻ modify tab order
- ↻ align, space, move and size controls
- ↻ find, sort, and filter records on a report
- ↻ preview and print reports

About This Courseware

Courseware Description
Course Design
Course Objectives
Conventions and Graphics

Lesson 1: Exploring the Access Environment

Lesson Objectives
An Introduction to Databases
What is Access?
Database Objects
Components of the Access 2010 User Interface
Looking at the Screen
The Access Startup Screen
Managing Database Files
Using the Navigation Pane
Setting Access Options
Lesson Summary
Review Questions

Lesson 2: Building Tables

Lesson Objectives
Table Basics
Data Types
Creating Tables in Design View
Modifying Tables in Design View
Primary Keys
Creating Tables in Datasheet View
Reusing Design Elements
Entering Records in Datasheet View
Importing Data
Working with Records
Table Relationships
Viewing Related Data
Lesson Summary
Review Questions

Lesson 3: Retrieving the Data You Want

Lesson Objectives
Retrieving Data
Finding Records
Sorting Records
Filtering Records
Creating Queries
Modifying Queries
Adding Query Criteria
Working with Joined Tables
Performing Calculations in Queries
Creating Action Queries
Creating Crosstab Queries
Lesson Summary
Review Questions

Lesson 4: Working with Forms

Lesson Objectives
Why Use Forms?
Form Types
Form Views
Creating Forms Using Automated Form Tools
Subforms
Using the Form Wizard
Creating Forms from Scratch
Modifying Forms
Adding Controls from the Ribbon
Applying Formatting and Design Options
Navigation Forms
Lesson Summary
Review Questions

Lesson 5: Designing Reports

Lesson Objectives
What is a Report?
Report Views
Creating Reports
Creating a Report Using the Report Wizard
Creating a Blank Report
Working with Reports in Layout View
Working with Reports in Design View
Adding Finishing Touches to Reports
Sorting and Filtering Records for Reporting
Previewing and Printing Reports
Lesson Summary
Review Questions

Appendices

Appendix A: Courseware Mapping
Appendix B: Glossary of Terms
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