Microsoft® Office Access® 2010: Level 2

Course Specifications

Course length: 1.0 day(s)

Course Description

Course Objective: You will improve and customize tables, queries, forms and reports, and share Access data with other applications.

Target Student: This course is designed for individuals who wish to learn intermediate-level operations of the Microsoft® Office Access® program. The target student may also include individuals whose job responsibilities include creating databases, tables, and relationships, as well as working with and revising intermediate-level queries, forms, and reports. It also introduces them to integrating Access data with other applications such as Microsoft Office Word or Excel.

Prerequisites: To ensure your success, we recommend that you first take one of these introductory courses, such as *Microsoft® Office Access® 2010 : Level 1,* or have equivalent knowledge and skills.

Course Objectives

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

- Streamline data entry and maintain data integrity.
- Join tables to retrieve data from unrelated tables.
- Create flexible queries to display specified records, allow for user-determined query criteria, and modify data using queries.
- Improve forms.
- Customize reports to organize the displayed information and produce specific print layouts.
- Share data between Access and other applications.

Course Content

Lesson 1: Controlling Data Entry
     Topic 1A: Constrain Data Entry Using Field Properties
     Topic 1B: Establish Data Entry Formats for Entering Field Values
     Topic 1C: Create a List of Values for a Field

Lesson 2: Joining Tables
     Topic 2A: Create Query Joins
     Topic 2B: Join Tables with No Common Fields
     Topic 2C: Relate Data Within a Table

Lesson 3: Creating Flexible Queries
 Topic 3A: Set the Select Query Properties
 Topic 3B: Retrieve Records Based on Input Criteria
 Topic 3C: Create Action Queries

Lesson 4: Improving Forms
 Topic 4A: Restrict Data Entry in Forms
 Topic 4B: Organize Information with Tab Pages
 Topic 4C: Add a Command Button to a Form
 Topic 4D: Create a Subform
 Topic 4E: Display a Summary of Data in a Form
 Topic 4F: Change the Display of Data Conditionally

Lesson 5: Customizing Reports
 Topic 5A: Organize Report Information
 Topic 5B: Format Reports
 Topic 5C: Control Report Pagination
 Topic 5D: Summarize Report Information
 Topic 5E: Add a Subreport to an Existing Report
 Topic 5F: Create a Mailing Label Report

Lesson 6: Sharing Data Across Applications
 Topic 6A: Import Data into Access
 Topic 6B: Export Data to Text File Formats
 Topic 6C: Export Access Data to Excel
 Topic 6D: Create a Mail Merge