

Access 2010

Intermediate

Course Outline

Queries

- Creating a Query
- Adding Criteria to a Query
- Running a Query
- Editing Criteria In a Query
- Saving a Query
- Two Table Query
- Wildcards
- Deleting a Query
- Hiding and Un-Hiding Query Fields

Reports

- Creating a Report
- Using the Report Wizard
- Modifying the Layout of a Report
- Widening a Report Column
- Modifying the Report Title
- Adding a Logo to a Report
- Formatting a Form using Themes
- Modifying Field Names within a Report
- Inserting and Formatting the Date & Time
- Adding Existing Fields to a Report
- Resizing Reports For Printing
- Totals
- Closing a Report
- Deleting a Report

Exporting

- Exporting Tables

Printing

- Print Previewing
- Portrait and Landscape
- Adjusting Layout In Print Preview
- Margins
- Printing a Complete Table
- Printing Selected Records
- Printing a Query or Reports
- Printing Forms

Reference: the Access 2010 Interface

- Opening a Database
- Opening a Table
- The Ribbon (Toolbar)
- Ribbon Tabs
- Groups

- Dialog Box Launcher
- Navigating
- Contextual Tabs
- Minimizing the Ribbon
- The File Tab
- Microsoft Access Help
- Closing Access 2010

Database Terminology & Theory

- Database
- Table
- Record
- Field
- Field Data Types
- Field Properties
- Primary Key
- Types of Database

Trusted Locations

- Setting a trusted location

Fields

- Creating a Lookup within a Field.
- Modifying a Lookup within a Field.
- Deleting a Lookup within a Field.
- Creating an Input Mask.
- Modifying an Input Mask.
- Deleting an Input Mask.
- Modifying a Field to Require Data Entry.
- Modifying a Field So That It Does Not Require Data Entry.

Relationships

- One-To-One Relationship.
- One-To-Many Relationship.
- Many-To-Many Relationship using a Junction Table.
- Enforcing Referential Integrity.
- Automatic Updating of Related Fields.
- Automatic Deletion of Related Records.

Joins

- Inner Join, Outer Join, Subtract Join and Self Join.