



## **Microsoft Access 2010 Mini-Series: The Basics Course Outline**

### **Section 1 - Access Basics**

- Databases
- Launching Access 2010
- Fluent User Interface
- File Extensions
- Database Security
- Opening Databases
- Opening Tables
- Views
- Saving
- Printing
- Records
- Getting Help
- Closing Tables
- Additional Features
- Exiting Access

### **Section 2 - Designing Databases**

- Database Design
- Objects
- Creating Tables
- Field Names
- Data Types
- Field Size
- Text Field Types
- Number Field Types
- Lookup Text Field
- Date/Time Field
- Logical Field Type
- Primary Key
- Saving Tables
- Adding Data
- Modifying the Design

### **Section 3 - Sorting and Filtering Tables**

- Sort Commands
- Ascending Order
- Descending Order
- Clear All Sorts
- Multiple Field Sort
- Filters
- Toggle Filter
- Number Filters

### **Section 4 - Forms and Reports**

- Forms
- Using the Navigation Pane
- Creating Reports
- Report Wizard