



Microsoft Access 2010 Basics Course Outline

Section 1 - Access Basics

- Database Terms
- Start Access
- Database Security
- Open a Database
- Backstage View
- Access Options
- Quick Access Toolbar
- Customize the Ribbon
- Open Tables
- Table Views
- Close Tables
- Access Help
- Recent Database List
- Info Tab
- Recent Documents Start Menu
- Recent Files Jump List
- Exit Access

Section 2 - Design Databases

- Database Design
- Objects
- Design Tables
- Define Fields
- Save Tables
- Primary Key
- Add Data
- Modify Table Design
- Navigation Pane

Section 3 - Edit Tables

- Datasheet Edits
- Add and Delete Table Records
- Add and Delete Fields
- Change Display Options

Section 4 - Sorting Tables

- Sort Commands
- Table Filters
- Toggle Filter
- Filter by Form

Section 5 - Customizing Tables

- Required Field
- Default Value
- Defining Rules
- Validation Text
- Input Masks
- Formats

Section 6 - Queries and Reports

- Select Query
- Run a Query
- Update a Query
- Or Query
- Is Null
- Range Query
- Mail Labels
- Report Wizard
- Report Design and Layout
- Sort and Group

Appendix - Introduction to Linking