

**Course:****Access 2010: Basic, First Look Edition**

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**Course Details****Course Number:** 1-4260-1980-7**Category:** Business & Office Applications**Duration:** 1.00 day**Description**

This ILT Series course covers the basic functions and features of Access 2010. After an introduction to database concepts and the Access environment and Help systems, students will learn how to design and create databases. Then they will work with tables, fields, and records; sort and filter data; and set field properties and data entry rules. Students will then learn to create queries, forms, and reports.

**Outline****Unit 1: Getting started**

- Topic A: Database concepts
- Topic B: Exploring the Access environment
- Topic C: Getting help

**Unit 2: Databases and tables**

- Topic A: Planning and designing databases
- Topic B: Exploring tables
- Topic C: Creating tables

**Unit 3: Fields and records**

- Topic A: Changing the design of a table
- Topic B: Finding and editing records
- Topic C: Organizing records

**Unit 4: Data entry rules**

- Topic A: Setting field properties
- Topic B: Working with input masks
- Topic C: Setting validation rules

**Unit 5: Basic queries**

- Topic A: Creating and using queries
- Topic B: Modifying query results and queries
- Topic C: Performing operations in queries

**Unit 6: Using forms**

- Topic A: Creating forms
- Topic B: Using Design view
- Topic C: Sorting and filtering records

**Unit 7: Working with reports**

- Topic A: Creating reports
- Topic B: Modifying and printing reports

Please note that this content is meant to be a guideline.  
Class material is subject to change and may be presented in a slightly different format than listed.

**Course:****Access 2010: Intermediate, First Look Edition**

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**Course Details****Access 2010: Intermediate, First Look Edition****Course Number:** 1-4260-1982-3**Category:** Business & Office Applications**Duration:** 2 days**Description**

This ILT Series course builds on the skills and concepts taught in Access 2010: Basic. Students will learn how to normalize data, manage table relationships, and enforce referential integrity; work with Lookup fields and subdatasheets; create join queries, calculated fields, and summary values; add objects to forms and create advanced form types; print reports and labels; create and modify charts; and use PivotTables and PivotCharts.

**Outline****Unit 1: Relational databases**

- Topic A: Database normalization
- Topic B: Table relationships
- Topic C: Referential integrity

**Unit 2: Related tables**

- Topic A: Creating lookup fields
- Topic B: Modifying lookup fields
- Topic C: Subdatasheets

**Unit 3: Complex queries**

- Topic A: Joining tables in queries
- Topic B: Using calculated fields
- Topic C: Summarizing and grouping values

**Unit 4: Advanced form design**

- Topic A: Adding unbound controls
- Topic B: Adding graphics
- Topic C: Adding calculated values
- Topic D: Adding combo boxes
- Topic E: Advanced form types

**Unit 5: Reports and printing**

- Topic A: Customized headers and footers
- Topic B: Calculated values
- Topic C: Printing
- Topic D: Labels

**Unit 6: Charts**

- Topic A: Charts in forms
- Topic B: Charts in reports

**Unit 7: PivotTables and Pivot Charts**

- Topic A: PivotTables
- Topic B: Modifying PivotTables
- Topic C: Pivot Charts
- Topic D: PivotTable forms

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**Course:****Access 2010: Advanced, First Look Edition**

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**Course Details****Access 2010: Advanced, First Look Edition****Course Number:** 1-4260-1984-X**Category:** Business & Office Applications**Duration:** 1.00 day**Description**

This ILT Series course builds on the skills and concepts taught in Access 2010: Intermediate. Students will learn how to query with SQL; create crosstab, parameter, and action queries; create macros; import, export, and link database objects; interact with XML documents; create hyperlink fields; optimize, split, and back up databases; password-protect and encrypt databases; and set Access options and properties.

**Outline****Unit 1: Querying with SQL**

- Topic A: SQL and Access
- Topic B: Writing SQL statements
- Topic C: Attaching SQL queries to controls

**Unit 2: Advanced queries**

- Topic A: Creating crosstab queries
- Topic B: Creating parameter queries
- Topic C: Using action queries

**Unit 3: Macros**

- Topic A: Creating, running, and modifying macros
- Topic B: Attaching macros to the events of database objects

**Unit 4: Advanced macros**

- Topic A: Creating macros to provide user interaction
- Topic B: Creating macros that require user input
- Topic C: Creating the AutoKeys and AutoExec macros
- Topic D: Creating macros for data transfer

**Unit 5: Importing, exporting, and linking**

- Topic A: Importing objects
- Topic B: Exporting objects
- Topic C: Interacting with XML documents
- Topic D: Linking Access objects
- Topic E: Hyperlink fields

**Unit 6: Database management**

- Topic A: Optimizing resources
- Topic B: Protecting databases
- Topic C: Setting options and properties

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