



Access 2010 Fundamentals

This course will cover different features of the interface, give a brief overview of all the tabs in the ribbon, show users how to design and construct a simple database, and cover the basics of using forms and reports. By the end of this manual, users should be comfortable with creating and using simple databases, entering new data, and then managing the existing data.

1. Getting Started

- *Starting Out*
 - What is Microsoft Access?
 - What's New in Access 2010?
 - Basic Database Terminology
 - Opening and Closing Access
- *Interface Basics*
- *Database Security*
- *Getting Help*

2. The New Interface

- *The Quick Access Toolbar*
- *Basics of Tabs*
- *The Home Tab*
- *The Create Tab*
- *The External Data Tab*
- *The Database Tools Tab*

3. Creating a Database

- *First Steps*
 - Planning a Database
 - Creating a Blank Database
 - Creating a Database from a Template
 - Using Database Objects
 - Setting Navigation Options
- *About Records*
- *Creating a Table*
- *Formatting Text*

4. Doing More with your Database

- *Creating and Using Forms*
- *Creating and Using Queries*
- *Creating and Using Reports*
- *Sorting and Filtering Data*
- *Viewing Data*
- *Printing a Database Object*