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Microsoft Access 2010 Basics

Bravura offers the fastest, easiest and most comprehensive way to gain the valuable computer skills in demand! Our professional classrooms and remote classrooms help you to learn up to **70%** more information *as compared to traditional one-day or all-day classes.* **Everyone knows it is impossible to learn Access in a single day**.

Our exclusive time-proven *(since 1994)* adult learning system eliminates overload and promotes developing practical skills with our incremental approach to learning. Create and manage a flexible class schedule where you choose from convenient sessions running two hours in length; mornings, afternoons, evenings or Saturdays. No-Wait Start Dates means you can begin immediately. We recommend no more than four hours in a given day. .All sessions are professional led by top notch industry experts who are fully certified. You'll experience a one-of-kind professional and engaging learning environment that is flexible, valuable, relevant and personal to your exact needs. **It's time to get stop settling for one-day, all-day classes.** *Join the 40,000 students who have made Bravura their technology training partner.*

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Audience: This course is designed for students who wish to create a basic level of knowledge of Microsoft® Access® database program to perform their day-to-day responsibilities, and to understand the advantages that using a relational database program can bring to their business processes. This course is for the individual whose job responsibilities include creating and maintaining records; locating records; and producing reports based on the information in the database.

This course is suited for those using Microsoft Access 2007 and 2010. We run Microsoft Access 2010.

Prerequisites: To ensure your success, we recommend that you first complete the following Bravura Training courses or have equivalent knowledge:

Microsoft Office Excel 2007 or 2010 Level 1 and Level 2

Course Length: 12 hours *varies, based on need.*

Tuition: $375

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Assessment & Customization
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Microsoft Access 2010 Basics
Unit 1:Getting started
Topic A: Database concepts and design considerations
Topic B: Exploring the Access environment, Objects; Tables, Forms, Reports and Queries. Object Views, such as Design, Layout and Data Sheet.
Topic C: Getting help
Unit 2:Databases and tables
Topic A: Planning, design and create a database
Topic B: Exploring tables, look at transferability from Excel columns and rows.
Topic C: Creating, saving, copying, renaming and deleting tables, introduction to primary key and entering records.
Unit 3:Fields and records
Topic A: Changing the design and modifying the table by changing field names, deleting, inserting and moving fields.
Topic B: Finding and editing records with Find & Replace
Topic C: Organizing records and seeing the transferability of Excel with Sorting and Filtering records in a database. Adding data and working with Access Tables.
Unit 4: Data entry rules
Topic A: Setting field properties and understanding the control the design has with data entry

Topic B: Working with input masks
Topic C: Setting and understanding validation rules
Unit 5: Basic queries
Topic A: Creating and using queries using the Query Wizard and Design View. Sort and Filer query results.
Topic B: Modifying query results and queries
Topic C: Using comparison operators, calculated fields and aggregate functions in a query.
Unit 6: Using forms
Topic A: Creating forms with Form Wizard
Topic B: Creating and Using Design view by adding controls, modifying properties and conditional formatting
Topic C: Sorting and filtering records
Unit 7: Working with reports
Topic A: Creating reports with Report button, Report Wizard, Design View and Layout View.
Topic B: Group records and add summary information, along with modifying and printing reports

What's Next?? **Intermediate & Advanced Access 2010**
60 Days of Post-Course Support
Our wonderfully talented staff will support the topics and tasks covered in your course via email, remote or in our classrooms.

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