

## Course ACS1001: Microsoft Access 2010 – Basic Level

**One Day, Instructor-Led**

### Pre-requisites

- Microsoft Windows 7 – Basic or Equivalent Experience

### Course Outline

#### Unit 1: Getting started

- Database concepts
- Exploring the Access environment
- Getting help

#### Unit 2: Databases and tables

- Planning and designing databases
- Exploring tables
- Creating tables

#### Unit 3: Fields and records

- Changing the design of a table
- Finding and editing records
- Organizing records

#### Unit 4: Data entry rules

- Setting field properties

- Working with input masks
- Setting validation rules

#### Unit 5: Basic queries

- Creating and using queries
- Modifying query results and queries
- Performing operations in queries

#### Unit 6: Using forms

- Creating forms
- Using Design view
- Sorting and filtering records

#### Unit 7: Working with reports

- Creating reports
- Modifying and printing reports

### Course Inclusions:

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Notes