



Course Title for Microsoft Office Access 2010

Course Objectives

Microsoft Access Specialist Outcomes	On completion the core-level Microsoft Office Access 2010 learners will have a thorough understanding of good database design, be comfortable creating the common elements within a database and be able to relate information across tables using relationships. They will be capable of working as user support professionals, database creators or end users. At the end of the course, learners will be able to create and modify basic database objects, including tables, queries, forms and reports. They will be able to construct and modify basic relationships among database and can work independently or on projects supporting others through complicated database design and setup and end user functionality.
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Topics Covered

Managing the Access Environment	<ul style="list-style-type: none"> 1.1 — Create and manage a database. 1.2 — Configure the Navigation Pane. 1.3 — Apply Application Parts.
Building Tables	<ul style="list-style-type: none"> 2.1 — Create tables. 2.2 — Create and modify fields. 2.3 — Sort and filter records. 2.4 — Set relationships. 2.5 — Import data from a single data file.
Building Forms	<ul style="list-style-type: none"> 3.1 — Create forms. 3.2 — Apply Form Design Tab options. 3.3 — Apply Form Arrange Tab options. 3.4 — Apply Form Format Tab options.
Creating and Managing Queries	<ul style="list-style-type: none"> 4.1 — Construct queries. 4.2 — Manage source tables and relationships. 4.3 — Manipulate fields. 4.4 — Calculate totals. 4.5 — Generate calculated fields
Designing Reports	<ul style="list-style-type: none"> 5.1 — Create reports. 5.2 — Apply Report Design Tab options. 5.3 — Apply Report Arrange Tab options. 5.4 — Apply Report Format Tab options. 5.5 — Apply Report Page Setup Tab options. 5.6 — Sort and filter records for reporting.

Course Duration

The course is delivered in three ways:

Bronze Offering: Online over 6 months

Silver Offering: Blended solution – online access to material with regular workshop sessions with a MOS master tutor to work through solutions to workbook exercises.

Gold Offering: Classroom based course with MOS master tutor in attendance.



Entry Requirements

For Microsoft Office Access Specialist, a good knowledge of the keyboard is essential and a basic/ECDL level knowledge of Access is a definite advantage, though not essential.



Who is this course for?

Learners who sign up for a Microsoft Office Access core course are people who want to be able to design, create or develop Access objects on a regular basis and want to develop their existing skills to a high level of proficiency to be more productive.

Costs

The cost of the course varies depending on which offering you choose. Please contact us for pricing.