Microsoft Access 2010
Level 1

WATSONIA PUBLISHING

INFOCUS COURSEWARE

❖ **General Description**	The skills and knowledge acquired in Microsoft Access 2010 Level 1 are sufficient to be able to create database systems, enter, edit and delete data in database files, produce information in forms and reports and generate queries on the data.
❖ **Learning Outcomes**	At the completion of Microsoft Access 2010 Level 1 you should be able to:

➢ understand how Access is used and how to navigate around it
➢ design a database with lookup tables
➢ create a database structure using Access 2010
➢ modify the structure of an existing table
➢ add records to a new table
➢ add transactional records to a lookup database
➢ work with the records in a database table
➢ sort and filter records in a table
➢ create simple and effective queries
➢ create meaningful reports from tables
➢ create and use a variety of forms

❖ **Target Audience**	Microsoft Access 2010 Level 1 is designed for users who need to know how to create databases and to manipulate data to provide viable information.
❖ **Prerequisites**	Microsoft Access 2010 Level 1 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.
❖ **Pages**	112 pages
❖ **Nominal Duration***	Levels publications are based around a 1-day training program consisting of approximately 6 – 8 hours
❖ **Student Files**	Many of the topics in Microsoft Access 2010 Level 1 require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is INF1030.
❖ **Methodology**	The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.
❖ **Formats Available**	A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic licence
❖ **Companion Products**	There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com.

* Duration relates to study time only and does not include assessment time. Duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Thursday, December 02, 2010 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

Product Information

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