Microsoft Access 2010
Level 2

WATSONIA PUBLISHING

INFOCUS COURSEWARE

❖ **General Description**	The aim of this course is to build on the introductory skills of Level 1. The student learns how to ensure that data is entered correctly, how to create more sophisticated and complex queries, and is introduced to some basic automation techniques involving macros.
❖ **Learning Outcomes**	At the completion of Microsoft Access 2010 Level 2 you should be able to:

➢ use various data validation features in Access to protect data
➢ format the data in a table
➢ perform more advanced queries using a variety of querying techniques
➢ create and use parameter queries
➢ create calculated queries
➢ modify and adapt an existing form according to specific needs
➢ create and use macros in Access
➢ work with a number of macro techniques
➢ create macros on forms

❖ **Target Audience**	Microsoft Access 2010 Level 2 is designed for users who have an understanding of how tables are created, records are entered, modified and deleted, and how simple queries, reports and forms are created.
❖ **Prerequisites**	Microsoft Access 2010 Level 2 assumes some knowledge of the software to create basic databases and generate reports. It would be beneficial to have a general understanding of personal computers and the Windows operating system environment.
❖ **Pages**	94 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 2 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 INF1031.
❖ **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 Tuesday, November 23, 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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