



Microsoft Access 2010

Level 2



INFOCUS COURSEWARE

Level Series

Order Code: INF1031 ISBN: 978-1-925179-97-2

❖ 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: <ul style="list-style-type: none">➤ 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.



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Product Information



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