



Microsoft Access 2010

Module 1



INFOCUS COURSEWARE

Module Series

Order Code: INF1033 ISBN: 978-1-925179-99-6

❖ General Description

The skills and knowledge covered in this publication are sufficient to create real-world database applications that collect data, permit data to be queried, produce reports and display information in forms.

❖ Learning Outcomes

At the completion of this course 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
- use various data validation features in **Access** to protect data
- work with the records in a database table
- format the data in a table
- sort and filter records in a table
- create simple and effective queries
- perform more advanced queries using a variety of querying techniques
- create meaningful reports from tables
- create and use a variety of forms

❖ Target Audience

This publication is designed for people who need to know how to use Microsoft Access to create and use databases. It is ideal for people who work in a variety of tasks and occupations where the assembly and collection of data is important.

❖ Prerequisites

This publication assumes little or no knowledge of the software Microsoft Access 2010. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Pages

154 pages

❖ Nominal Duration*

Watsonia Publishing *Modules* are based around a 2-day training program consisting of approximately 14 – 16 hours

❖ Student Files

Many of the topics in **Microsoft Access 2010 Module 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 **INF1033**.

❖ 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, September 27, 2011 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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