Access 2010

Level 1: Beginner

Learning basic skills for Access 2010

Estimated time: 01:38

3 modules - 14 topics

Database basics

Find out what Access is and how it works. Discover the objects which make up a database.

You need to know: About your database management system

You need to know: The ribbon and the Quick Access toolbar

Opening a database

Database objects

Total number of topics in the module: 4

Taking care of your records

Without the records, what would the database be for? Learn to inter them, edit them, delete them, sort them

Entering records

Moving around in a datasheet/form

Editing the value in a field

Finding records

Replacing the value in a field

Deleting records

Sorting records

Total number of topics in the module: 7

Making use of the data

Basic printing techniques and examples of simple queries.

Print Preview

Margins and orientation for printing any object

Running a query

Total number of topics in the module: 3

Access 2010 in

Level 2: Proficient user

Learning intermediate skills for Access 2010

Estimated time: 02:55

4 modules - 25 topics

Objects and their datasheets

More about database objects and, in particular, all that you can do in a 2010 datasheet.

Managing objects

Formatting/reorganising a datasheet

Filtering records by the value in a field

Filtering by a range of field values

Inserting a Total row into a datasheet

Total number of topics in the module: 5

Database creation and protection

How to create, convert and protect databases.

Creating a database

Converting a database

Protecting a database

Total number of topics in the module: 3

More about data

Storing data in tables, forms or reports; linking and transferring data… make the most of the possibilities available

Creating a table

Primary key

Importing data from another application

Exporting data

Creating a form

Object dependencies

Selecting the records to print in a report

Total number of topics in the module: 8

From question to query

Even if your database is a simple one, do not limit yourself to typing in and printing out your data.

Creating a Select query

Using the query design grid

Setting a selection criterion in a query

Setting criteria on multiple fields

Setting multiple criteria on the same field

Sorting the records in a query

Delete query

Make Table query

Update query

Total number of topics in the module: 9

Level 3: Advanced user

Learning advanced skills for Access 2010

Estimated time: 06:04

6 modules - 52 topics

Tables: all about the design

If you have a database to create, pay particular attention to the design of your tables:

Restructuring a table in Datasheet view

Restructuring a table in Design view

Restricting what can be entered in a field

Input masks

Lookup lists

Indexing a table

Relationships between tables

Total number of topics in the module: 7

Forms for entering data

You have a well-designed table and a lot of data to put in it. You will find it easier to inter the data via a form

Form properties

Preventing access to form fields

Changing the order of access to fields

Sub forms

Using a form to inter data in several tables at once

Collecting and sharing data

Total number of topics in the module: 6

Controls: positioning, organising

Think of controls as containers for your data. If you are creating a form, position them to simplify typing.

Creating a text box to represent a field

Selecting and deleting controls

Creating a check box/button

Creating an option group

Creating a label

Creating a calculated control

Calculating statistics in forms and reports

Creating a set list of values

Creating a list of values from an existing table/query

Total number of topics in the module: 9

Controls: getting the presentation right

Some simple techniques for the presentation of controls, to insure that your forms and reports are attractive

Moving and copying controls

Aligning and spacing controls

Changing the height of a section

Creating a rectangle/line control

Resizing controls

Formatting text in a control

Aligning text in a control

Formatting controls

Conditional formatting

Copying a format from one control to another

Grouping/ungrouping controls

Numbering pages in a report or form

Inserting a picture

Themes

Total number of topics in the module: 14

Reports for communicating data

The better your reports look, the more impact your data will have.

Sorting information in a report

Grouping records in a report

Printing groups on separate pages of a report

Mailing labels

Total number of topics in the module: 4

Find out more

Calculations, statistics, all sorts of queries… get to know some of Access' less known functions.

Calculated fields in a query

Statistics without grouping

Statistics on groups

Statistics on groups of pre-selected records

Parameter queries

Find unmatched query

Find duplicates query

Crosstab query

Creating a pivot table

Grouping records in a pivot table

Adding a totals field to a pivot table

Pivot charts

Total number of topics in the module: 12