



## Enhanced Network Solutions Group

Systems Integration • Learning Solutions • CIO Consulting  
Managed Outsourcing • Healthcare Solutions • Security Solutions

7224 Engle Road - Fort Wayne, IN 46804 - Phone: (260) 432-1364 - Fax: (260) 432.3168

# Access 2010: Basic, First Look Edition

MS-AC-B10-AX Rev 07.10

## 2 days

### Description

This ILT Series course covers the basic functions and features of Access 2010. After an introduction to database concepts and the Access environment and Help systems, students will learn how to design and create databases. Then they will work with tables, fields, and records; sort and filter data; and set field properties and data entry rules. Students will then learn to create queries, forms, and reports.

### Prerequisites

- *Windows XP: Basic, Windows Vista: Basic, or Windows 7: Basic*
- *Previous experience with Excel is recommended*

### Course Outline

#### **Unit 1: Getting started**

Topic A: Database concepts

Topic B: Exploring the Access environment

Topic C: Getting help

#### **Unit 2: Databases and tables**

Topic A: Planning and designing databases

Topic B: Exploring tables

Topic C: Creating tables

#### **Unit 3: Fields and records**

Topic A: Changing the design of a table

Topic B: Finding and editing records

Topic C: Organizing records

#### **Unit 4: Data entry rules**

Topic A: Setting field properties

Topic B: Working with input masks

Topic C: Setting validation rules

#### **Unit 5: Basic queries**

Topic A: Creating and using queries

Topic B: Modifying query results and queries

Topic C: Performing operations in queries

#### **Unit 6: Using forms**

Topic A: Creating forms

Topic B: Using Design view

Topic C: Sorting and filtering records

#### **Unit 7: Working with reports**

Topic A: Creating reports

Topic B: Modifying and printing reports



Advanced Infrastructure Solutions  
Information Worker Solutions  
Learning Solutions  
Unified Communication Solutions



Visit us online at [www.ensi.com](http://www.ensi.com)