



Enhanced Network Solutions Group

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Microsoft Office Access 2010: Transitioning from Microsoft Office Access 2003 (First Look)

MS-AC-TRN-EK Rev 04.10

½ day

Description

This course is designed for experienced Access users who have worked with earlier versions of Microsoft Office Access, ideally Microsoft Office Access 2003, and who are planning to upgrade to Microsoft Office Access 2010.

Prerequisites

- *Windows XP: Basic or Windows Vista: Basic*
- *Prior knowledge (intermediate level minimum) of Microsoft Office Access 2003 or Access XP*
- *Prior experience with a Web browser, preferably Internet Explorer*

Course Outline

Lesson 1: Identifying the Components of the Access 2010 Environment

Topic 1A: Explore the User Interface

Topic 1B: Access Commands on the Ribbon Tabs

Topic 1C: Access the Contextual Tabs

Topic 1D: Customize the Access Environment

Lesson 2: Building Tables and Forms

Topic 2A: Create a Table

Topic 2B: Build Forms from Existing Table Data

Topic 2C: Design a Form

Topic 2D: Work with Macros

Lesson 3: Creating Queries and Reports

Topic 3A: Query a Database

Topic 3B: Generate Reports

Topic 3C: Format a Report

Lesson 4: Working with External Data

Topic 4A: Import Data

Topic 4B: Export Data to Other Applications

Lesson 5: Building a Database for the Web

Topic 5A: Create Tables and Forms in a Web Database

Topic 5B: Create Queries and Reports in a Web Database

Topic 5C: Prepare to Publish a Database to Access Services

Appendix A: New Features in Microsoft Office Access 2010

Appendix B: Enhanced File and Compatibility Features in Access

Appendix C: Publish a Database to Access Services



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