

Access 2010 with Pitman Training

Microsoft Access is a highly worthwhile skill to have at your command as this very popular database application is widely used across many employment sectors.

In a detailed and varied training programme, you'll be guided through many aspects of Access including database terminology; planning and design; defining relationships and creating a table; editing data; using advanced tools; using the query wizard; adding a field; exporting an html document; adding charts to forms; and creating macros.

Designed for

Those wishing to learn how to use this popular Database application

Prerequisites

Some knowledge of an Office 2010 application.

Aims and Objectives

To teach the Microsoft Access program to an employable level and to cover the Microsoft Certified Application Specialist test (MCAS) and ECDL Advanced (Database) exam.

Course Content

Lesson One: The terminology used in an Access database, starting the Access 2010 program opening an existing sample database, opening a table, query, form and report, entering a new record, finding records, sorting records, printing a report, closing a database.

Lesson Two: Planning and design, relationships, design view, defining fields, data types and properties, creating a new blank database, creating tables, entering data using datasheet view, re-sizing columns, using the lookup wizard.

Lesson Three: defining relationships, creating a table using the datasheet view, formatting the datasheet, modifying the table design, using the input mask wizard, creating a database using a template, renaming an object.

Lesson Four: Editing data in form and datasheet views, adding new records, using print preview changing page orientation, printing a datasheet, enforcing referential integrity in a relationship, creating a relationship report, creating a form using the form tool, working with controls in form design, using themes, modifying properties in a form.

Lesson Five: Using advanced sort, using filter by form, importing a table from an external database using a junction table to resolve a many to many relationship, defining a composite (primary) key, adding a new field to a form, using a

calculated control on a form, creating a multi-value field, creating an attachment field creating a form using the form wizard, adding a calculated field to a table.

Lesson Six: Using query wizard, setting sort criteria, using 'or' and 'and' in queries, using expressions to set criteria, creating different types of queries, creating and naming a calculated field in a query using aggregate functions.

Lesson Seven: Adding a field with data validation in a table, creating a form with subform, entering data using a form/subform combination, creating a split form, creating a basic report, using the report wizard creating and modifying the design of a report, using the concatenate expression, inserting a logo to a report adding a subreport to an existing report.

Lesson Eight: Exporting an html document, understanding object dependencies, importing an excel spreadsheet into a table, exporting a spreadsheet, importing a text file into a table, using the analyze table function, using the analyze performance function, using the database documenter.

Lesson Nine: Adding a chart to a form, modifying a chart in a form, creating a pivot table, creating a pivot chart, changing the tab order in a form, displaying the current date and time in a form, applying conditional formatting to a field, creating a navigation form, customising the ribbon.

Lesson Ten: Deselecting the automatic switchboard option, creating a macro, adding a control button to a form, backing up a database, viewing database properties, compacting and repairing a database, encrypting a database using a password, saving the database as a previous version, splitting a database, creating an application part.

Benefits

- Learn how to use this popular database program
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training Certificate

Course duration: 22 hours

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