ACCESS 2010
Beginner Level

OBJECTIVES

At the end of the course, the participant will be able to manipulate databases, from creating tables to the use of reports.

TARGET CLIENTELE

Everyone

PREREQUISITES

Knowledge of Windows

COURSE SYLLABUS

1. **Access Environment 2010**
   - Learning files
   - Access software 2010
   - Database
   - Launch Access 2010
   - Opening a database
   - Access 2010 window
     - File menu
     - Quick Access toolbar
     - Title bar
     - Ribbon
     - ToolTip
     - Object window
     - Status bar
   - The Ribbon
     - Display Restore the Ribbon
     - Activate a button
     - Go to the dialogue box of a group
   - Quick access tool Custom
     - Add a button
     - Delete a button
     - Move the Quick Access toolbar

- Keyboard shortcuts
- Help in Access
  - Go to the table of contents
  - Use the Help toolbar
- Navigation pane
  - Open/close the Navigation pane
  - Resize the Navigation pane
  - Hide/show search pane
  - Set the display type of the Navigation pane
- Navigation pane objects
  - Find an object
  - Group objects
  - Hide/show objects in a collection
  - Open an object from the Navigation pane
  - Rename an object
  - Copy an object
  - Delete an object
- Database management
  - Compact the database
  - Make a backup copy
- Creating a database
- Closing a database
- Exit Access

2. **Tables**
- Principles for creating a table
- Creating a table in Datasheet view
  - Rename fields
  - Add field
  - Save table
- Data type and formatting
  - Select a data type
- Field management
  - Correct the contents of a "Hyperlink" field
  - Enter a data in an "OLE object" field
  - Enter a data in a "Memo" field
  - Insert a field
  - Enter data in an "Attachment" field
  - Delete a field
  - Move a field
- Display modes

- Creating a table in Design view
  - Insert fields into a structure
  - Delete a field in a structure
  - Delete multiple fields in a structure
  - Move a field in a structure
  - Rename a field

3. **Fields Priorities**
   - Field properties
   - Size of a field
     - Change the size of a "Text" field
     - Change the size of a "Digital" type field
   - Format
     - Assign a format to a "date/time" field
     - Show or hide the calendar for a "date/time" field
     - Assign a format to a "Digital" or "numeric" field
     - Change the number of decimal places
   - Assign a format to a "text" field
   - Input mask
     - Set an input mask
     - Edit an input mask
     - Create an input mask
   - Legend
   - Default value
   - Valid IF and IF Error Message
     - Define a validation rule by typing it
     - Define a validation rule using the expression builder
   - NULL banned
   - Empty string allowed
   - Indexing
     - Indexing a field
     - View index list
     - Undo an index
     - Create a multifield Index
     - Delete an index
   - Align text
   - Text format
   - Modifying properties
     - Change a property

- List of choices
  - Create a lookup list from user-entered values
  - Create a lookup list from values contained in another table
  - Create a search column in Design view
  - Edit a list of choices
  - Restrict entry to the list of choices
  - Allow or prevent changes to the list
  - Disable a list of choices
  - Delete a list of choices

4. **Data sheet**
   - Data selection
     - Select characters inside a field
     - Select the contents of a field
     - Select the contents of multiple consecutive fields
     - Select a record
     - Select multiple consecutive records
     - Select all records
     - Select a field
     - Select multiple consecutive fields
   - Moving the pointer
   - Data editing
   - Adding/deleting records
     - Add a record
     - Delete one or more records
   - Formatting the datasheet
     - Change font, size, and character style
     - Align data horizontally
     - Change background colors
     - Change gridlines
     - Apply other formatting options
     - Change the height of the lines
     - Change the height of the lines using the mouse
     - Change the width of a or multiple fields
     - Change the width of a Field using the mouse
   - Masking Fields
     - Hide a Field
     - Show hidden fields

- Freezing Fields
  - Freeze one or more Fields
  - Unfreeze fields
- Search and replace
  - Search for a data
  - Replace a data
- Total line
- Language tools
  - Automatically correct data
  - Add words to the list of corrections
  - Check spelling
- Print
  - Enable preview before printing
  - Select print options
- Layout
  - Change paper size
  - Change orientation
  - Change margins
  - Disable header/footer printing

5. Sorting and filter
- Sort
  - Sort from a field
  - Erase sorting
  - Sort from multiple fields
- Filter
  - Filter by selection
  - Remove filter
  - Filter by selection inside a field
- Filter using selection with multiple criteria
- Filter using a form
- Filter using a form with multiple criteria
  - Create an advanced filter/sort
  - Delete a column from the polling grid
  - Delete a line from the polling grid
  - Insert a field between two fields in the polling grid
  - Close the polling grid

6. Relationships
- Primary key
- Set the primary key
- Delete primary key
- Relationship between tables
  - Create/delete a relationship
  - Create other relationships
  - Hide the table in the "relationships" window
  - Show relationships between Tables
  - Open the "relationships" window in Datasheet view
- Data sub-datasheet
- Referential integrity
  - Enforce referential integrity
  - Override referential integrity
- Print a relationship report

7. Select query
- Select query
  - Create a query from a table
  - Switch between grid and sheet
  - Save a query
  - Open a query
- Query changes
  - Add or insert a field in the query grid
  - Delete one or more fields in the query grid
  - Exclude fields from The Dynamic response sheet
  - Sort records
  - Query in a "Yes/No" field type
  - Change the contents of a record
  - Create a query from an existing query
  - View numeric values or date settings
- Comparison operators
- Logical operators
  - Exploit the logical operator Yes
  - Exploit the logical operator And
- Wildcards
- Multi-table query
  - Create a multi-table query
  - Associate common fields
- Join types
  - Understanding join types
  - Change the join type