



Microsoft ®

Access 2010

Course Outline: Foundation Level

Database Concepts

- Database
- Relational Database
- Table
- Record (Row)
- Field (Column)
- Data Types

Opening a Database & Security Issues

- Opening a Database
- Trusted Locations
- Setting the Default Folder Location
- Closing the Access Program

Tables, Fields and Field Types

- Creating a New Blank Database
- Adding Fields and Setting the Field Type
- About Access Data Types
- Closing and Naming a Table

Table Navigation & Modification

- Opening a Table within a Database
- 'Datasheet View' vs. 'Design View'
- Adding Records to a Table
- Navigating Through Records
- Adjusting Column Width
- Automatically Resizing a Column Widths
- Rearranging the Column Order

Field Properties

- Field Properties
- Input Masks
- Validating Numbers
- Validating Dates
- Data Entry Required / Not Required
- Field Properties – Reference Materials
- Field Properties – Logical Operators
- Field Properties – General
- Field Properties – Format
- Field Properties – Input Mask Characters

Manipulating Tables & Records

- Renaming a Table
- Editing Data within a Record
- Deleting Data within a Record
- Using the Undo Command
- Deleting a Single Record
- Deleting Multiple Records
- Deleting a Table

Primary Keys and Indexing

- Defining a Primary Key
- Indexing
- Creating a Single-Field Index
- Creating a Multiple-Field Index
- Deleting Multi-Field Indexes

Filtering

- Text Filters
- Single Filter
- Multiple Filters

Sorting

- Sorting Records
- Removing a Sort
- Sorting on Multiple Fields

Searching

- Searching Through Records

Relationships

- One-To-Many Relationship
- Many-To-Many Relationship
- One-To-One Relationships
- Creating Relationships between Tables
- Referential Integrity
- Cascade Options
- Cascade Update Related Fields
- Cascade Delete Related Records
- Enabling Cascade Options
- Deleting Relationships

TRAIN

DESIGN

SUPPORT

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Forms

- Creating Forms
- Modifying Forms
- Saving a Form
- Form View
- Adding and Formatting Attachments
- Modifying Data within Records
- Deleting Records using a Form
- Adding Records using a Form
- Closing Forms
- Deleting a Form
- Filtering a Form
- Removing a Filter from a Form
- Inserting and Modifying a Form Header
- Inserting and Modifying a Form Footer