

Microsoft® Office Access® 2010: Transition from Access® 2003

Course length: 0.5 day(s)

Course Objective: You will identify and use the new and enhanced features to Microsoft® Office Access® 2010 since the release of Microsoft Access 2003.

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

Prerequisites: Students enrolling in this course should have worked on Access 2003 or earlier, and be familiar with the Internet. This course covers the commonly used new features for a typical user.

Course Objectives

Upon successful completion of this course, students will be able to:

- identify the components of the Microsoft Office Access 2010 interface.
- build tables and forms and also work with macros.
- create queries and reports.
- work with external data.
- build a database for the web.

Course Content

Lesson 1: Identifying the Components of the Access 2010 Environment

Explore the User Interface
Access Commands on the Ribbon Tabs
Access the Contextual Tabs
Customize the Access Environment

Lesson 2: Building Tables and Forms

Create a Table
Build Forms from Existing Table Data
Design a Form
Work with Macros

Lesson 3: Creating Queries and Reports

Query a Database
Generate Reports
Format a Report

Lesson 4: Working with External Data

Import Data
Export Data to Other Applications

Lesson 5: Building a Database for the Web

Create Tables and Forms in a Web Database
Create Queries and Reports in a Web Database
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