

# Access 2010 Level 1 – Data Entry and Reports

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1-day course  
Course Code: D101Aen

**Who should attend?** This course is intended for new users of Access 2010

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**Prerequisites** Windows XP, Vista or 7

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**Course Objectives** Upon completion of the course, participants will be able to accomplish the following:

- Identify the components of a database, and work with those components
  - Open a table, find information stored there, and enter data
  - Create several query types, edit and run queries, and use action and calculation queries
  - Create several report types, enhance reports and print preview reports
  - Preview and print database objects, and change the page setup options
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**Course Content**

**The Basics**

Database Concepts; Getting Started; Creating a Database; Converting Access 2010 Files; Working with Objects; Using Access Help

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**Table Data**

Table Concepts; Viewing Data in Tables; Changing the Datasheet Appearance; Entering and Editing Data; Applying Filters

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**Queries**

Using the Query Wizard; Creating a Query in Design View; Selecting and Sorting in a Query; Calculations; Action Queries; Parameter Queries

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**Reports**

Creating Reports; Using the Report Wizard; Previewing Reports; Creating Reports in Design View; Changing Report Designs; Control Operations; Control Attributes

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**Printing**

Printing Objects; Print Preview

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