

ACCESS 2010: LEVEL 1

Available Dates: **Call for Dates**

Class Length: **1 day**

Cost: **\$199**

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Class Outline:

Course Description:

This course covers the basic functions and features of Access 2010. After an introduction to database concepts and the Access environment and Help systems, students will learn how to design and create databases. Then they will work with tables, fields, and records; sort and filter data; and set field properties and data entry rules. Students will then learn to create queries, forms, and reports.

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Topic B: Finding and editing records

Topic C: Organizing records

Unit 4: Data entry rules

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Topic B: Working with input masks

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Unit 5: Basic queries

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Topic A: Creating reports

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