

## Microsoft® Office Access® 2010: Level 2 (Second Edition)

### Training Course Content

**Course Objective:** You will improve and customize tables, queries, forms and reports, and share Access data with other applications. This course is designed for individuals who wish to learn intermediate-level operations of the Microsoft® Office Access® program. The target students may also include individuals whose job responsibilities include creating databases, tables, and relationships, as well as working with and revising intermediate-level queries, forms, and reports. It also introduces them to integrating Access data with other applications such as Microsoft Office Word or Excel.

**Prerequisites:** To ensure your success, we recommend that you first take Access Level 1 or have equivalent knowledge and skills.

#### Lesson 1: Controlling Data Entry

Topic 1A: Constrain Data Entry Using Field Properties  
Topic 1B: Establish Data Entry Formats for Entering Field Values  
Topic 1C: Create a List of Values for a Field

#### Lesson 2: Joining Tables

Topic 2A: Create Query Joins  
Topic 2B: Join Tables That Have No Common Fields  
Topic 2C: Relate Data within a Table

#### Lesson 3: Creating Flexible Queries

Topic 3A: Set the Select Query Properties  
Topic 3B: Retrieve Records Based on Input Criteria  
Topic 3C: Create Action Queries

#### Lesson 4: Improving Forms

Topic 4A: Restrict Data Entry in Forms  
Topic 4B: Organize Information with Tab Pages  
Topic 4C: Add a Command Button to a Form  
Topic 4D: Create a Subform  
Topic 4E: Display a Summary of Data in a Form  
Topic 4F: Change the Display of Data Conditionally

#### Lesson 5: Customizing Reports

Topic 5A: Organize Report Information  
Topic 5B: Format Reports  
Topic 5C: Control Report Pagination  
Topic 5D: Add a Calculated Field to a Report  
Topic 5E: Add a Subreport to an Existing Report  
Topic 5F: Create a Mailing Label Report

#### Lesson 6: Sharing Data across Applications

Topic 6A: Import Data into Access  
Topic 6B: Export Data to Text File Formats  
Topic 6C: Export Access Data to Excel  
Topic 6D: Create a Mail Merge