

Microsoft® Office Access® 2010: New Features

Course Description: 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. During this course, students will identify and use the new and enhanced features to Microsoft® Office Access® 2010 since the release of Microsoft Access 2003.

Course Objective: 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.

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 Content

Lesson 1: Identifying the Components of the Access 2010 Environment

- Topic 1A:** Explore the User Interface
- Topic 1B:** Access Commands on the Ribbon Tabs
- Topic 1C:** Access the Contextual Tabs
- Topic 1D:** Customize the Access Environment

Lesson 2: Building Tables and Forms

- Topic 2A:** Create a Table
- Topic 2B:** Build Forms from Existing Table Data
- Topic 2C:** Design a Form
- Topic 2D:** Work with Macros

Lesson 3: Creating Queries and Reports

- Topic 3A:** Query a Database
- Topic 3B:** Generate Reports
- Topic 3C:** Format a Report

Lesson 4: Working with External Data

- Topic 4A:** Import Data
- Topic 4B:** Export Data to Other Applications

Lesson 5: Building a Database for the Web

- Topic 5A:** Create Tables and Forms in a Web Database
- Topic 5B:** Create Queries and Reports in a Web Database
- Topic 5C:** 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

