



Microsoft Access 2010

Take control of your data with Microsoft Access relational database software training at Skills for Change. Our Access course will teach you basic to intermediate features of Access.

In this course you will become proficient in Microsoft Access. You will receive instruction in relational database, creating tables with data, extracting information using queries, designing forms and creating reports, advanced queries including action queries, advanced form and reports including sub forms and sub reports, import/export, and much more. You will work through many real-life business examples.

- Working in the Access Window
- Understanding Database Basic's
- Using the Navigation Pane
- Defining Data Need's and Table's
- Creating Database Table's
- Saving a Database Object
- Saving a Table
- Entering Record's
- Editing Record's
- Deleting Record's
- Finding Data
- Replacing Data
- Attaching and Detaching Document's
- Understanding Table Relation's
- Modifying Table's and Field's
- Creating Field Properties'
- Modifying Field Properties'
- Setting Field Properties' in a Datasheet View
- Allow Zero Length
- Set Data Validation Rule's
- Creating Form's
- Creating Report's
- Sorting Data within a Report
- Filtering Data within a Report
- Filtering by Form
- Using Control's in Report's and Form's
- Creating Conditional Formatting Control's based on a Value
- Creating Conditional Format-ting
- Arranging Control Layout's



Participants receive a certificate of completion. Tuition tax credit forms are available.

Start Date	Hours	Time	Weeks	Days	Fee
July 18, 2012	20	10:00 am—3:00 pm	1	Monday - Friday	\$200
Pre-requisites		Information		Registration	
Windows experience		Call 416-658-3101 x216 Email techskills@skillsforchange.org		In person at 791 St. Clair Avenue West Online at skillsforchange.org/techskills	

We've helped thousands meet their employment goals!

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