



The Office Wiz
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**COURSE DESCRIPTION FOR
MICROSOFT® OFFICE ACCESS® 2010:
TRANSITION FROM ACCESS 2003**

Are you ready to move into Access 2010? This first glance will acquaint you with the basic new features of the program. Learn 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.

LENGTH

One four hour session.

PREREQUISITES

You need a basic understanding of Microsoft Access (preferably 2003) as well as of the Internet. This class covers only the commonly used basic new features, not the more advanced new features of the program. Also, you should have basic knowledge of Microsoft Windows, file management and personal computers.

SPECIFIC CLASS CONTENT

Lesson 1: Identifying the Components of the Access 2010 Environment

Explore the User Interface
Access Commands on the Ribbon Tabs
Access the Contextual Tabs
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

Query a Database
Generate Reports
Format a Report

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Lesson 4: Working with External Data
 Import Data
 Export Data to Other Applications

Lesson 5: Building a Database for the Web
 Create Tables and Forms in a Web Database
 Create Queries and Reports in a Web Database
 Prepare to Publish a Database to Access Services

Appendixes: New Features, Enhanced File and Compatibility Features and
Publish a Database to Access Services

COURSEWARE

Elementk student textbook.

NECESSARY SOFTWARE AND HARDWARE (AS RECOMMENDED BY ELEMENTK)

- 1 GHz Pentium-class processor or faster
- Minimum 1 GB of RAM is recommended
- 10 GB hard disk or larger. (You should have at least 1 GB of free hard disk space available for the Office installation.)
- CD-ROM drive
- Mouse or other pointing device
- 1024 x 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver (Printers are not required; however, each PC must have an installed printer driver to use Print Preview.)
- Microsoft® Office Professional Plus 2010 (Beta)
- Microsoft® Silverlight™ 3.0

OTHER ACCESS CLASSES

- Level 1
- Level 2
- Level 3