



Microsoft Office Access 2010: New Features

Overview: Students will learn to use the new and enhanced features in Microsoft Office Access 2010

Prerequisites: This course is designed for experienced Access users who have worked with earlier versions of Microsoft Office Access.

Course Length: One-Half Day

Course 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

- Create a Table
- Build Forms from Existing Table Data
- Design a Form
- Work with Macros

Lesson 3: Creating Queries and Reports

- Query a Database
- Generate Reports
- Format a Report

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

Appendix A: New Features in Microsoft Office Access 2010

Appendix B: Enhanced File and Compatibility Features in Access

Appendix C: Publish a Database to Access Services