



Access 2010

Conejo Valley Adult Education
Computer Training Center

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www.ConejoAdultSchool.org

Access 2010 Level I

- **Getting Started.** Database concepts; Exploring the Access Environment; Getting Help.
- **Databases and Tables.** Planning and designing databases; Exploring tables; Creating tables.
- **Fields and Records.** Changing the design of a table; Finding and editing records; Organizing records.
- **Data Entry Rules.** Setting field properties; Working with input masks; Setting validation rules.
- **Basic Queries.** Creating and using queries; Modifying query results and queries; Performing operations in queries.
- **Using Forms.** Creating forms; Using Design view; Sorting and filtering records.
- **Working with Reports.** Creating reports; Modifying and printing reports.