

Access 2010 ... Fast!

Designed for: Those who want to quickly learn the new interface and features Access 2010

Prerequisites: Experience of using Access 2007

Objectives: To enable users to be confident in finding their way around the 2010 program

Course Content

- The Access 2010 opening screen
- Changes to security settings - enabling content
- Creating and using an application part
- Creating a calculated field
- The expression builder
- Conditional formatting
- Creating a macro
- Running a macro
- Creating a navigation form
- Deleting an application part

Benefits

- Become familiar with the Microsoft Office 2010 interface using Access
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A personalised workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training Certificate

Course duration: 2 hours