



Todd Swackenberg

Computer Consulting And Software Training

Web: www.eswack.com ■ Email: swack@eswack.com
4097 E. 118th Ave. ■ Thornton, Co. 80233
Phone: (303) 255-4914 ■ Fax: (303) 255-4914

Microsoft Office Access 2010: Transition from Access 2003

Half Day Course

Course Content

Lesson 1: Identifying the Components of the Access 2010 Environment

- Topic 1A: Explore the User Interface
- Topic 1B: Access Commands on the Ribbon Tabs
- Topic 1C: Access the Contextual Tabs
- Topic 1D: 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

- Topic 3A: Query a Database
- Topic 3B: Generate Reports
- Topic 3C: Format a Report

Lesson 4: Working with External Data

- Topic 4A: Import Data
- Topic 4B: Export Data to Other Applications