

# SOFTWARE TRAINING CENTER

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## Access 2010 - Transition from Access 2003 First Look

**Duration:** 1/2 Day

### Course Overview:

You will identify and use the new and enhanced features of Access 2010. Due to the nature of this course and the minimal prerequisites, this course covers the commonly used new features, and not the more advanced new features of the application.

**Who Should Attend:** This course is designed for experienced Access users who have used earlier versions of Microsoft Office Access, ideally Access 2003, and who are planning to upgrade to Access 2010.

**Prerequisites:** Students must have prior knowledge of Access 2003 or Access XP on the Windows operating system.

### Course Outline:

#### Identifying the Components of Access 2010

- Identify the New Interface Features
- Identify the Ribbon Components
- Use the Contextual Tabs on the Ribbon
- Customize the Access Environment

#### Building Tables and Forms

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

#### Creating Queries and Reports

- Query a Database
- Generate Reports
- Format a Report

#### Working with External Data

- Import Data
- Export Data to Other Applications

#### 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 Access 2010

#### Appendix B: Enhanced File and Compatibility Features in Access

#### Appendix C: Publish a Database to Access Services