

Access 2010 Roadmap

Which class is right for you?



Answer these questions honestly!

Can You...?

- ◆ Do you feel comfortable with RDMS concepts?
- ◆ Do you understand the purpose of a Primary Key in table design?
- ◆ Can you set basic field properties in tables?
- ◆ Do you know the purpose of a simple select query?
- ◆ Can you create a custom calculated field in a report?
- ◆ Do you know how to create and modify forms?



Take Access 2010
Introduction
8:00 – 3:00

Can You...?

- ◆ Do you know how to restrict data entry in forms?
- ◆ Are you able to set more complex field properties for tables?
- ◆ Can you create query joins?
- ◆ Can you create hierarchical forms?
- ◆ Can you format the controls in a report?
- ◆ Have you built more flexible queries, such as parameter and action queries?



Take Access 2010
Intermediate
8:00 – 3:00

Can You...?

- ◆ Do you know how to create a junction table?
- ◆ Can you control the appearance of reports, including adding charts?
- ◆ Can you create macros to automate data entry?
- ◆ Can you create a macro to provide user interaction?
- ◆ Can you link your tables to external sources?
- ◆ Are you able to assign security options to your application?
- ◆ Do you know how to use PivotTables and PivotCharts in Access?



Take Access 2010
Advanced
8:00 – 3:00