


```
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H3 {
MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
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H3 {
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}
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FONT-WEIGHT: normal
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H2 {
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FONT-WEIGHT: normal
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FONT-WEIGHT: normal
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FONT-WEIGHT: normal
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FONT-WEIGHT: normal
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FONT-WEIGHT: normal
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H2 {
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FONT-WEIGHT: normal
}
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FONT-WEIGHT: normal
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  MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
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  text-align: left;
  border-width: 1px;
}
.auto-style2 {
  text-align: center;
}
```

Contact us at 713-777-7664 for pricing.

- â€¢ Hands-on, instructor-led training classes
- â€¢ Step-by-step training manual with exercise link
- â€¢ Certificate of completion

- â€¢ Onsite Training available
- â€¢ Class can be customized to suit your needs
- â€¢ Private one-on-one classes are available

Listed below are our standard course outlines.

Each course is instructor led hands-on classroom-training using step-by-step student manual and exercises.

Microsoft
Access 2010 - Training Classes in Houston, Texas

Microsoft Access 2010: Level
1

Training Course Content

Lesson 1: Getting Started with
Access Databases

Â

Topic
1A: Identify the Elements of the Access
2010 Interface

Topic 1B: Identify the Components of
a Database

Topic 1C: Examine the
Relational Database Design Process

Lesson 2: Building the Structure
of a Database

Â

Topic 2A:
Create a New Database
Topic 2B: Create a Table
Using the Design View

Topic 2C:
Manage Tables

Topic 2D: Establish
Table Relationships

Lesson 3: Managing Data in a Table

Â

Topic 3A: Modify Table
Data
Topic 3B: Sort
and Filter Records

Topic 3C: Work
with Subdatasheets

Lesson 4: Querying a Database

Â

Topic 4A: Create a Query
Topic 4B: Add
Criteria to a Query

Topic 4C: Add a
Calculated Field to a Query

Topic
4D: Perform Calculations on a Record
Grouping

Lesson 5:
Designing Forms

Â

Topic
5A: Create a Form

Topic 5B: Modify the Design of a
Form

Topic 5C: View and Edit Data
Using an Access Form

Lesson 6: Generating Reports

Â

Topic 6A: Create a Report
Topic 6B: Add a Control to a Report

Topic 6C: Format the Controls in a Report

Topic 6D: Enhance the Appearance of a Report

Topic 6E: Prepare a Report for Print

Â

Appendix A: Microsoft Office Access 2010 Exam 77â€™885

Microsoft Access 2010: Level 2

Training Course Content

Lesson 1: Controlling Data Entry

Topic 1A: Constrain Data Entry Using Field Properties
Topic 1B: Establish Data Entry Formats for Entering Field Values

Topic 1C: Create a List of Values for a Field

Lesson 2: Joining Tables

Topic 2A: Create Query Joins

Topic 2B: Join Tables with No Common Fields

Topic 2C: Relate Data Within a Table

Lesson 3: Creating Flexible Queries

Topic 3A: Set

the Select Query Properties

Topic 3B: Retrieve
Records Based on Input Criteria

Topic 3C: Create Action Queries

Lesson 4: Improving Forms

Topic 4A: Restrict Data
Entry in Forms

Topic 4B: Organize Information with Tab
Pages

Topic 4C: Add a Command Button
to a Form

Topic 4D: Create a Subform

Topic 4E: Display a Summary of Data
in a Form

Topic 4F: Change the
Display of Data Conditionally

Lesson 5: Customizing Reports

Topic 5A: Organize Report
Information

Topic 5B: Format Reports

Topic
5C: Control Report Pagination

Topic
5D: Summarize Report Information

Topic 5E: Add a Subreport to an Existing
Report

Topic 5F: Create a Mailing
Label Report

Lesson 6: Sharing Data Across
Applications

Topic 6A:
Import Data into Access

Topic 6B: Export
Data to Text File Formats

Topic 6C:
Export Access Data to Excel

Topic
6D: Create a Mail Merge

Microsoft Access 2010: Level 3

Training Course Content

Lesson 1: Structuring Existing
Data

Topic 1A:
Restructure the Data in a Table
Topic 1B: Create a Junction Table

Topic 1C: Improve the Table Structure

Lesson 2: Writing
Advanced Queries

Topic
2A: Create SubQueries

Topic 2B: Create
Unmatched and Duplicate Queries

Topic 2C: Group and Summarize Records
Using Criteria

Topic 2D: Summarize
Data Using a Crosstab Query

Lesson 3: Simplifying
Tasks with Macros

Topic
3A: Create a Macro

Topic 3B: Attach a Macro

Topic

3C: Restrict Records Using a Condition

Topic 3D: Validate Data Using a
Macro

Lesson 4:
Creating Effective Reports

Topic 4A: Include a Chart in a
Report

Topic

4B: Print Data in Columns

Topic 4C:
Cancel Printing of a Blank Report

Topic 4D: Publish Reports as PDF

Lesson 5: Maintaining an
Access Database

Topic

5A: Link Tables to External Data Sources

Topic 5B:
Manage a Database

Topic 5C:
Determine Object Dependency

Topic

5D: Document a Database

Topic 5E:
Analyze the Performance of a Database

Microsoft Access 2010: Level
4

Training Course Content

Lesson 1: Integrating Access into Your Business

Â

Topic 1A: Import XML Data into an Access Database

Topic

1B: Export Access Data to the XML Format

Topic 1C: Export Data to an Outlook Address Book

Topic 1D: Collect Data Through Email Messages