



Business & Technical Training College

“Put your FUTURE in GOOD Hands”

BTT will work with every student to develop their skills, to make them job ready. BTT classes are small therefore you will receive more personalized attention from the instructor.

Microsoft Office ACCESS 2010 Level I –Essentials Training

Students will learn to design and create new databases, tables, and relationships; create and maintain records; locating records; and producing reports based on the information in the database. At completion of the Access training, students will be able to: identify the components of a database, organize and view data, in tables, query a database, design forms and generate reports.

- Getting Started with Access 2010
- Introduction to Databases and Normalization
- Understanding Object Views
- Identifying the Components of a Database
- Organizing Data in Tables
- Viewing Data in Tables
- Querying a Database
- Creating Simple Forms
- Form Formatting Basics
- Designing Forms
- Introduction to Queries
- Finding Specific Data Using Criteria, Operators, and Wildcards
- Generating Report

.....more detailed outline is available, please e-mail or call!

Pre-requisites: Basic Windows experience or equivalent experience

Certificate Offered: Certificate

Training Methods: Instructor – led classes, Instructor demonstrates all topics with hands-on scenarios

One – to – One Instruction in Available

For Schedule: Call or e-mail

Registration can be done after office hours, any day / evening

Business & Technical Training College

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