



# MS Access 2010 Beginner's Workbook

*Aneela F*

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# MS Access 2010 Beginner's Workbook

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## **MS Access 2010 Beginner's Workbook** Aneela F

By the end of this workbook, you should be able to: Understand common database terms; Open and close Access; Create a blank database or a database from a template; Understand the interface and the Ribbon tools; Understand the Backstage View; Use the Navigation Pane; Work with database objects; Sort and filter the view; Create a blank table from a template, in Datasheet view, and Design View; Use Lookup columns in a table

Add information to a table; Edit, delete and search records; Save a table; Create a Navigation Form; Create a form with the Wizard and in Layout View; Modify a form in Design View; Perform common formatting tasks on forms; Use Themes; Add or move controls on a form; Create reports using the Report Wizard; Understand the Report Design View; Add a Logo to a report; Create Queries using the Wizard; Execute a Query.

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