



Upgrading to Access 2007/2010

General Description

This course focuses on the areas of Microsoft Access that have changed the most as well as looking at some extremely useful time saving techniques. This course is designed for delegates that already have a good working knowledge of Access but need to adjust to the new interface.

Course Outline

At the end of the course delegates will be able to feel confident in using the new interface and understand where they can look for help. This course is available for Upgrading from Microsoft Office 2003 to Microsoft Office 2007 or 2010.

Course Content

- An Introduction to the New Interface
- Using The Getting Started Window
- The Trust Centre
- Getting Help
- The New Interface
- Using The Quick Access Toolbar
- Basics Of Ribbons
- The Home Ribbon
- The Create Ribbon
- The External Data Ribbon
- The Database Tools Ribbon
- Viewing Data
- Printing A Database Object
- Exporting Files
- Exporting Your Form
- Linking Files
- Referential Integrity
- Switchboards
- Using Microsoft Outlook And SharePoint With Access

Training Needs Assessment

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