University of BRISTOL

IT SERVICES

Using and designing Access 2010 databases

Practical workbook

Aims and Learning Objectives

This course provides participants with the basic skills necessary to develop a simple Access 2010 database.

The core learning objectives for this course are to:

- gain an understanding of necessary relational database concepts;
- create and use tables and set relationships between tables;
- import external data;
- create and use queries to manipulate the data;
- create data entry forms;
- create reports to present data in an attractive format using grouping and sorting options;
- create mailing labels.

Note: this document will be of little or no use to those using Access 2003 or earlier versions; those using Access 2007 will find that the Microsoft Office Button has been replaced by a File tab in the Ribbon and that many Ribbon items have moved, mostly to new locations within the same Ribbon tab, but should have no real problems.

Document information

Course files

This document and any associated practice files (if needed) are available on the web. To find these, go to www.bristol.ac.uk/is/learning/resources and in the **Keyword** box, type the document code given in brackets at the top of this page.

Related documentation

Other related documents are available from the web at:

http://www.bristol.ac.uk/is/learning/resources

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