

Discover

# Microsoft® Access 2010



Microsoft® Access 2010 is a fast & simple database solution that empowers you to make the most of your information and amplifies the power of your data. The Discover Microsoft® Access 2010 training suite consists of 3 self-paced tutorials that teach you how to use Access 2010 to quickly build databases and create more impactful forms & reports. As you progress through the tutorials, you will gain “hands-on” experience with Access 2010 in a simulated environment.

## Benefits

- Learn how to access your application, data or forms from practically anywhere, apply professional designs to your Access database, & accomplish your work quickly & easily.
- Enjoy the flexibility of self-paced on demand training.

## Microsoft® Access 2010 Courseware

### Discover Microsoft® Access 2010: Level 1

L1: Touring The Interface

L2: Working With Tables

L3: Creating Forms & Importing Objects

### Discover Microsoft® Access 2010: Level 2

L1: Filters & Queries

L2: Reports, Printing & Help

L3: Fields & Field Properties

### Discover Microsoft® Access 2010: Level 3

L1: Advanced Queries

L2: Sharing Data

L3: Replication & Collaboration

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