

INSTRUCTOR GUIDE



Access 2010

Microsoft Office 2010 Intermediate

COURSEWARE DESIGNED BY VELSOFT TO TEACH ACCESS 2010

<u>Microsoft Access 2010 Intermediate Instructor Guide</u>

KJ Lindholm-Leary

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Access 2010 24-Hour Trainer Geoffrey L. Griffith,Truitt L. Bradly,2011-05-10 This book and video package is the perfect introduction to Access 2010 Microsoft Access is the most popular database system in the world and this practical guide will soon have you building Access applications using the Access 2010 This book is designed for beginner to intermediate level Access users and covers the basics of building and working with the major features of the program Over 60 lessons are included to discuss these features and provide step by step examples showing you exactly how each feature can be implemented in a real world Access database application The accompanying DVD provides clear easy to follow videos of the authors demonstrating each of the examples discussed in the book as well as extra commentary so that no reader is left behind Provides examples of building Access database applications from scratch or from existing database templates

Discusses how to use Access 2010 and the major components it provides such as the Navigation Pane Ribbon and the many database object designers Teaches the basics of building and working with each of the major Access database object types tables gueries forms reports macros and VBA code modules Introduces exciting new Access 2010 features such as the new macro designer the new Ribbon designer and even how to customize the Access Backstage Teaches the basics of writing VBA code and provides specific examples about how and when to use it Each lesson includes a step by step written example and DVD video showing exactly how to accomplish the tasks discussed in the lesson Even if you have no experience with Access 2010 this guide will have you building robust Access applications with the best of them If you want to get guickly up to speed on Access 2010 Access 2010 24 Hour Trainer is the perfect place to start Note As part of the print version of this title video lessons are included on DVD For e book versions video lessons can be accessed at wrox com using a link provided in the interior of the e book MOS 2010 Study Guide for Microsoft Word Expert, Excel Expert, Access, and SharePoint **Exams** Geoff Evelyn, John Pierce, 2011-08-12 Demonstrate your expertise with Microsoft Office Designed to help you practice and prepare for four Microsoft Office Specialist MOS exams this all in one study guide features Full objective by objective exam coverage Easy to follow procedures and illustrations to review essential skills Hands on practice tasks to apply what you ve learned Includes downloadable practice files Use the in depth exam prep practice and review to help advance your proficiency with Microsoft Office and earn the credential that proves it MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and Outlook Exams Joan Lambert, Joyce Cox, 2011-03-15 Demonstrate your expertise with Microsoft Office 2010 This all in one guide is designed to help you practice and prepare for the four core Microsoft Office Specialist MOS exams With the MOS 2010 Study Guide you get full objective by objective coverage for Exam 77 881 Microsoft Word 2010 Exam 77 882 Microsoft Excel 2010 Exam 77 883 Microsoft PowerPoint 2010 Exam 77 884 Microsoft Outlook 2010 Use the book s easy to follow procedures and illustrations to review the essential skills measured by the MOS exams And you can apply what you ve learned hands on using the downloadable files for all the book s practice tasks Microsoft Access 2010 - Advanced EZ-Ref Courseware, 2010-12-15 Advanced B W Instructor Guide for instructor led computer training Meant to be used with our companion student training manuals for learning the advanced concepts of Microsoft Access 2010 To download the exercise files that accompany this title please visit http www ezref com exercise files For information regarding unlimited printing with the ability to customize our courseware please visit our website www ezref com Topics covered in Microsoft Access 2010 Advanced 6 8 hours Creating Indexes Parameter Queries Crosstab Queries Customizing Forms Customizing Reports Backing Up Restoring Compacting Repairing a Database Linked Table Manager Startup Options Upsizing Wizard Protecting a Database Customizing Access Options Customizing the Quick Access Toolbar Using Add ins **MOS 2010** Study Guide for Microsoft OneNote Exam John Pierce, 2011-12-15 Demonstrate your expertise with Microsoft OneNote 2010 by earning a MOS certification This official Study Guide is designed to help you practice and prepare for MOS Exam 77

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