

This document is an introduction to Microsoft Access 2010, running under Microsoft Windows XP. For further information see [Microsoft Access 2010 - An Intermediate Guide](#).

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## Introduction

A database is a computer program for storing information in an easily retrievable form. It is used mainly to store text and numbers (for example, the Library catalogue, which includes the author, title, class number and accession number for each book).

Most modern databases also allow the storage of other types of information such as dates, hyperlinks, pictures and sounds. As well as being able to store data, a database allows you to select information quickly and easily (for example, a list of the books written by a particular author or those on a certain subject). Finally, it may allow you to produce printed summaries (reports) of the information selected.

When setting up your own database, it is important to plan its use in advance. This is particularly important if you are setting one up which will be used by other people. Among the things which you should consider are:

- What information you will need to store
- What information you want to get out
- Who the data is intended for and how other users will use it
- Whether you want to restrict access to parts of the data to some users only
- Who is allowed to add or change data
- If your data refers to actual people, it may need to be registered under the Data Protection Act (though this doesn't apply to a personal database of family and friends)

Although you can change the specifications of your database as you develop it, you will save yourself a lot of work if as much as possible is planned in advance.

Microsoft Access is a relational database management system (which allows you to link together data stored in more than one table). It is fully supported by IT Services and is available for personal purchase as part of the Ultimate Steel and for departmental installation under the Microsoft Select Agreement.

## Starting Microsoft Access

If you are using an IT Services machine, login as usual by entering your *username* and *password*. Then, to start up the program:

1. Open the Windows **Start** button and choose **All Programs**.
2. Select **Microsoft Office** then **Microsoft Access 2010**.

**Tip:** If you right click on the **Microsoft Access** entry in the menu and choose **Send To then Desktop (create shortcut)** you'll have an icon on the Desktop for future easy access. You can also do this with any Access file.


## The Access Screen

On entering Access you are presented with a screen showing available templates, which have been designed to help you create your own databases. You can search for further templates at Office.com. These templates can be quite helpful for particular applications but you nearly always have to tailor the database produced to your own requirements.

You can also either create a new blank database (without help) or open an existing one. In this course you are going to use an existing database, to see how it is set up and how it can be used.

# Microsoft Access 2010 Essential Guide

**Sharman, Raj, Das Smith,  
Sanjukta, Gupta, Manish**



## **Microsoft Access 2010 Essential Guide:**

Microsoft Access 2016: The Complete Guide Stewart Melart,2015-11-12 Microsoft has made many strides with the Access program since its invention Over the years it has risen has one of the most dominant database programs with user friendly features Access 2013 is a part of the Office 2012 and so have similar commands and features as that of Microsoft Word and Microsoft Excel Information can easily be shared between Access and all other Microsoft programs This guide provides a detailed look along with detailed steps on how to work in Access 2016 and the features that are commonly utilized

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## **Table of Contents Microsoft Access 2010 Essential Guide**

1. Understanding the eBook Microsoft Access 2010 Essential Guide
  - The Rise of Digital Reading Microsoft Access 2010 Essential Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Access 2010 Essential Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Access 2010 Essential Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Access 2010 Essential Guide
  - Personalized Recommendations
  - Microsoft Access 2010 Essential Guide User Reviews and Ratings
  - Microsoft Access 2010 Essential Guide and Bestseller Lists
5. Accessing Microsoft Access 2010 Essential Guide Free and Paid eBooks
  - Microsoft Access 2010 Essential Guide Public Domain eBooks
  - Microsoft Access 2010 Essential Guide eBook Subscription Services
  - Microsoft Access 2010 Essential Guide Budget-Friendly Options

6. Navigating Microsoft Access 2010 Essential Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Microsoft Access 2010 Essential Guide Compatibility with Devices
  - Microsoft Access 2010 Essential Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Access 2010 Essential Guide
  - Highlighting and Note-Taking Microsoft Access 2010 Essential Guide
  - Interactive Elements Microsoft Access 2010 Essential Guide
8. Staying Engaged with Microsoft Access 2010 Essential Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Access 2010 Essential Guide
9. Balancing eBooks and Physical Books Microsoft Access 2010 Essential Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Access 2010 Essential Guide
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Access 2010 Essential Guide
  - Setting Reading Goals Microsoft Access 2010 Essential Guide
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Access 2010 Essential Guide
  - Fact-Checking eBook Content of Microsoft Access 2010 Essential Guide
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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