

Overview of the Access 2010 tutorial series

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In this lesson, you will learn about databases and how they are used. Besides, you will also be familiar with the difference between data management in Access and Microsoft Excel. Finally, you'll be summarized over the rest of the lessons in the Access 2010 series.

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What you can expect

This tutorial will not teach you how to build a database from scratch. It is designed for those who have a pre-existing database plan, most likely in the workplace.

The tutorial starts with a basic introduction to Access. You will gradually become familiar with the structure of the Access database and learn how to navigate different windows and objects contained within it. In the next tutorial, you will learn how to enter information in different ways. You will also learn how to sort, retrieve and analyze information by running query commands. After you understand how to use your database, you will be introduced to tools that allow you to modify its structure and interface.

Finally, you will be able to confidently use a database the way you want. You can also change it to best suit your needs.

Is this guide right for you?

If you've read the description and believe that this guide is right for your needs, keep reading the next article in the series. As mentioned, it is primarily designed to teach people how to use an existing database and to help you have a solid foundation.

If you plan to create a system to track personal information, consider whether you need full Access functionality in your database. Although Access is an extremely useful tool, setting up a new database can be difficult and time consuming. If you do not necessarily need the full connectivity of a relational database, consider managing your information with Excel.

Good luck!

>> Next article: [MS Access 2010 - Lesson 2: Introduction to objects in Access](#)

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