



## Learn Online Today – Resource Summary for Migrating from Microsoft Access 2003 to Microsoft Access 2010 for Windows

Whether you have 5 minutes or 5 hours, there are online courses, videos, reference material and books available to you that meet your needs. CU is committed to providing continuous learning and professional development opportunities for faculty and staff.

**Don't have time for Training? Learn office with a game:** <http://www.ribbonhero.com/>  
**5 Minute Makeovers with Office 2010:** <http://office.microsoft.com/en-us/makeovers/>

**SkillSoft Courses:** Remember you can always start a course, pause and return later to complete it.

### Desktop Curricula

Navigation: *Catalog>Desktop Curricula>Microsoft Office 2010>Access*

📁 Desktop Curricula

📁 Microsoft Office 2010

### Individual Microsoft Office 2003 to 2010 courses grouped by application:

📁 Microsoft Office 2010: New Features  
📁 Office 2010 New Core Features

📁 Microsoft Office 2000 New Features for Users  
Migrating from Office 2003  
📁 The New Office 2010 Interface, Word 2010, and Excel 2010.  
📁 New Features for PowerPoint, Publisher, and Access in Office 2010

## Want to get Microsoft Certification?

**Microsoft Certification Courses** for Microsoft Office Specialist (MOS) on Microsoft Office 2010 are offered in SkillSoft. Check out Books24x7 for ***MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and Outlook.***

## Instant References

**Job Aids:** Check out these condensed summaries, key points, and checklists that can serve as a guide for application of the skills learned in a course or as a later reference resource.



### **Microsoft Word 2010 Job Aids:**

1. **Microsoft Office 2010 Suites** - Use this aid to see what products are included in each of the Microsoft Office 2010 Suites

## Don't Forget the Books

### **Book24x7**

- Groh, Michael R. **Access 2010 Bible**. Copyright Wiley Publishing, Inc. © 2010
- Cox, Joyce and Joan Lambert. **Microsoft Access Step by Step**. Copyright Online Training Solutions, Inc. © 2010
- Ulrich Fuller, Laurie and Ken Cook. **Access 2010 for Dummies**. Copyright Wiley Publishing, Inc. © 2010
- Murray, Katherine. **Microsoft Office 2010 Plain & Simple**. Microsoft Press © 2010
- Bott, Ed and Carl Siechert. **Microsoft Office 2010 Inside Out**. Microsoft Press © 2011
- Cox, Joyce, Joan Lambert and Curtis Frye. **Microsoft Office Professional 2010 Step by Step**. Microsoft Press © 2011
- Hart-Davis, Guy. **Beginning Microsoft Office 2010**. Apress © 2010
- Pierce, John and Geoff Evelyn. **MOS Study Guide for Microsoft Word Expert, Excel Expert, Access, and SharePoint Exams (77-885, 77-886-, 77-887, 77-888)**. Microsoft Press© 2010

## Mentoring

- Skillsoft Mentors are available to help students in their studies for exam 77-885 Access 2010. You can reach them by entering a mentor Chat Room or by using the E-mail My Mentor service.

## TestPrep Exam

TestPrep 77-885 Access 2010- Test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode. Study mode is designed to maximize learning by not only testing your knowledge of the material, but also by providing additional information on the topics presented. Certification mode is designed to test your knowledge of the material within a structured testing environment, providing valuable feedback at the end of the test.

## Other Helpful Resources

**Getting Started with Office 2010:** <http://office.microsoft.com/en-us/support/getting-started-with-office-2010-FX101822272.aspx?CTT=1>

**Getting started with Access 2010:** <http://office.microsoft.com/en-us/support/getting-started-with-office-2010-FX101822272.aspx?CTT=1>

**Transition to the Office Ribbon:** <http://office.microsoft.com/en-us/support/office-ribbon-find-commands-FX101851541.aspx>

**Microsoft Word 2010: Interactive menu to ribbon guide:** <http://office.microsoft.com/en-us/outlook-help/learn-where-menu-and-toolbar-commands-are-in-office-2010-HA101794130.aspx>

**Access 2010: Interactive menu ribbon guide:** <http://office.microsoft.com/en-us/support/office-ribbon-find-commands-FX101851541.aspx>

**Add Commands to the Quick Access Toolbar:** <http://office.microsoft.com/en-us/support/office-ribbon-find-commands-FX101851541.aspx>

**Office 2010 Migration Guides:** <http://office.microsoft.com/en-us/excel-help/office-2010-migration-guides-HA101982272.aspx>

**Migrating to Access 2010 from Access 2003:** <http://office.microsoft.com/en-us/access-help/migrating-to-access-2010-from-access-2003-HA101886851.aspx?CTT=5&origin=HA101982272>

**Microsoft Make the Switch to Office 2010 Courses:** <http://office.microsoft.com/en-us/support/training-FX101782702.aspx?CTT=5&origin=HA101982272>

**Make the Switch to Access 2010:** <http://office.microsoft.com/en-us/access-help/make-the-switch-to-access-2010-RZ101791922.aspx>

**Office 2010 menu to ribbon reference workbooks:** <http://office.microsoft.com/en-us/templates/CL101817133.aspx?CTT=5&origin=HA101794130>

**Access 2010: Menu to Ribbon reference workbook:** <http://office.microsoft.com/en-us/templates/CL101817133.aspx?CTT=5&origin=HA101794130#ai:TC101850326>

**What's new in Microsoft Access:** <http://office.microsoft.com/en-us/access-help/what-s-new-in-microsoft-access-HA010342117.aspx?CTT=5&origin=HA101886851>

**Discontinued features and modified functionality in Access 2010:** <http://office.microsoft.com/en-us/access-help/discontinued-features-and-modified-functionality-in-access-2010-HA101806473.aspx?CTT=3>

**Guide to the Access 2010 user Interface:** <http://office.microsoft.com/en-us/access-help/guide-to-the-access-2010-user-interface-HA010341735.aspx?CTT=3>

**What's new in Microsoft Access:** <http://office.microsoft.com/en-us/access-help/what-s-new-in-microsoft-access-HA010342117.aspx?CTT=3>

**Resources for learning Access 2010:** <http://office.microsoft.com/en-us/access-help/resources-for-learning-access-2010-HA010341956.aspx?CTT=3>

**Access 2010 database software features and benefits:** <http://office.microsoft.com/en-us/access/access-2010-database-software-features-and-benefits-HA101809011.aspx?CTT=5&origin=HA010342117>

**Top 10 Reasons to try Access 2010:** <http://office.microsoft.com/en-us/access/top-10-reasons-to-try-access-2010-HA101631715.aspx>

**Changes in Access 2010:** <http://technet.microsoft.com/en-us/library/cc179181.aspx>

**Migrating from Access 2003 to Access 2010:** <http://www.lynda.com/Access-2003-tutorials/migrating-from-to-access-2010/69784-2.html>