

SOFTWARE TRAINING CENTER

Access 2010 Level 3

Duration: 1 Day

Course Overview:

This course is for the individual whose job responsibilities include working with heavily related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance. You will create complex Access databases by structuring existing data, writing advanced queries, working with macros, and performing database maintenance.

Who Should Attend: Anyone who is currently using Access 2010 and is working with more complex databases and performing higher-level tasks.

Prerequisites: You should have taken Access 2010 Level 1 or have the equivalent skills and knowledge.

Course Outline:

Structuring Existing Data

- Restructure the Data in a Table
- Create a Junction Table
- Improve the Table Structure

Writing Advanced Queries

- Create SubQueries
- Create Unmatched and Duplicate Queries
- Group and Summarize Records Using Criteria
- Summarize Data Using a Crosstab Query
- Create a PivotTable and a PivotChart

Simplifying Tasks with Macros

- Create a Macro
- Attach a Macro
- Restrict Records Using a Condition
- Validate Data Using a Macro
- Automate Data Entry Using a Macro

Creating Effective Reports

- Include a Chart in a Report
- Print Data in Columns
- Cancel Printing of a Blank Report
- Publish Reports as PDF

Maintaining an Access Database

- Link Tables to External Data Sources
- Manage a Database
- Determine Object Dependency
- Document a Database
- Analyze the Performance of a Database