Microsoft® Office Access® 2010: Level 3

Course duration: 1 day

About This Course

You will create complex Access databases by structuring existing data, writing advanced queries, working with macros, and performing database maintenance.

Audience

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.

At Course Completion

Upon successful completion of this course, students will be able to:

•   restructure data into appropriate tables to ensure data dependency and minimize redundancy.

•   write advanced queries to analyze and summarize data.

•   create and revise Microsoft® Office Access® 2010 macros.

•   customize reports by using various Microsoft® Office Access® 2010 features.

•   maintain their databases using Microsoft® Office Access® 2010 tools.

Prerequisites

To ensure your success, knowledge of basic and intermediate features of Access tables, relationships, and queries, forms, and reports is recommended. The following Element K courses or equivalent knowledge is recommended:

•   Microsoft® Office Access® 2010: Level 1

•   Microsoft® Office Access® 2010: Level 2

Course Outline

Lesson 1: Structuring Existing Data

Topic 1A: Restructure the Data in a Table

Topic 1B: Create a Junction Table

Topic 1C: Improve the Table Structure

Lesson 2: Writing Advanced Queries

Topic 2A: Create SubQueries

Topic 2B: Create Unmatched and Duplicate Queries

Topic 2C: Group and Summarize Records Using Criteria

Topic 2D: Summarize Data Using a Crosstab Query

Topic 2E: Create a PivotTable and a PivotChart

Lesson 3: Simplifying Tasks with Macros

Topic 3A: Create a Macro

Topic 3B: Attach a Macro

Topic 3C: Restrict Records Using a Condition

Topic 3D: Validate Data Using a Macro

Topic 3E: Automate Data Entry Using a Macro

Lesson 4: Creating Effective Reports

Topic 4A: Include a Chart in a Report

Topic 4B: Print Data in Columns

Topic 4C: Cancel Printing of a Blank Report

Topic 4D: Publish Reports as PDF

Lesson 5: Maintaining an Access Database

Topic 5A: Link Tables to External Data Sources

Topic 5B: Manage a Database

Topic 5C: Determine Object Dependency

Topic 5D: Document a Database

Topic 5E: Analyze the Performance of a Database