Microsoft® Office Access® 2010: Level 3

Course Specifications

Course length: 1.0 day(s)

Course Description

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

Target Student: 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.

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

- *Microsoft® Office Access® 2010: Level 1*
- *Microsoft® Office Access® 2010: Level 2*

Course Objectives

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.

Course Content

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