Microsoft Office Access 2010: Level 3

Course Summary

Description

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

Objectives

At the end 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.

Topics

- Structuring Existing Data
- Writing Advanced Queries
- Simplifying Tasks with Macros
- Creating Effective Reports
- Maintaining an Access Database

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.

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

Duration

One day

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Course Outline

I. Structuring Existing Data
- A. Restructure the Data in a Table
- B. Create a Junction Table
- C. Improve the Table Structure

II. Writing Advanced Queries
- A. Create Sub-Queries
- B. Create Unmatched and Duplicate Queries
- C. Group and Summarize Records Using Criteria
- D. Summarize Data Using a Crosstab Query
- E. Create a PivotTable and a PivotChart

III. Simplifying Tasks with Macros
- A. Create a Macro
- B. Attach a Macro
- C. Restrict Records Using a Condition
- D. Validate Data Using a Macro
- E. Automate Data Entry Using a Macro

IV. Creating Effective Reports
- A. Include a Chart in a Report
- B. Print Data in Columns
- C. Cancel Printing of a Blank Report
- D. Publish Reports as PDF

V. Maintaining an Access Database
- A. Link Tables to External Data Sources
- B. Manage a Database
- C. Determine Object Dependency
- D. Document a Database
- E. Analyze the Performance of a Database

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