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Learning Solutions



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Microsoft® Office Access® 2010: Level 3

Course length: 8 hours

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 Element K courses or equivalent knowledge is recommended:

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

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