

# Microsoft Access 2010 Level 3

## Course Overview

You will create complex Access databases by structuring existing data, writing advanced queries, working with macros, making effective use of forms and reports, and also by performing database maintenance.

Target delegate

Your training in and use of Microsoft Office Access 2010 has provided you with a solid foundation in the basic and intermediate skills for working in Microsoft Office Access 2010. You have worked with the various Access objects, such as tables, queries, forms, and reports.

## Prerequisites

- Understand the steps required to properly design a database
- Create a database
- Create tables and table relationships
- Control data entry with field properties
- Create queries and understand query joins
- Create reports and subreports
- Add and format controls on forms and reports
- Import and export data

## Delegates will learn how to

- Restructure data into appropriate tables to ensure data dependency and minimise redundancy
- Write advanced queries to analyse and summarise data
- Create and revise Access 2010 macros
- Customise reports by using various Access 2010 features
- Maintain their databases using tools provided by Access 2010

## 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