

Course Length ----- 1 Day
Course Format ----- Instructor -Led
Course Hours ----- 9:00 a.m. – 5:00 p.m.



Microsoft® Office Access® 2010 Advanced

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 Element K courses or equivalent knowledge is recommended:

- ◆ Microsoft® Office [Access® 2010: Introduction](#) (Day 1 of 2)
- ◆ Microsoft® Office [Access® 2010: Introduction](#) (Day 2 of 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

- ☑ Restructure the Data in a Table
- ☑ Create a Junction Table
- ☑ Improve the Table Structure

Lesson 2: Writing Advanced Queries

- ☑ Create SubQueries
- ☑ Create Unmatched and Duplicate Queries
- ☑ Group and Summarize Records Using Criteria
- ☑ Summarize Data Using a Crosstab Query
- ☑ Create a PivotTable and a PivotChart

Lesson 3: Simplifying Tasks with Macros

- ☑ Create a Macro
- ☑ Attach a Macro
- ☑ Restrict Records Using a Condition
- ☑ Validate Data Using a Macro
- ☑ Automate Data Entry Using a Macro

Lesson 4: Creating Effective Reports

- ☑ Include a Chart in a Report
- ☑ Print Data in Columns
- ☑ Cancel Printing of a Blank Report
- ☑ Publish Reports as PDF

Lesson 5: Maintaining an Access Database

- ☑ Link Tables to External Data Sources
- ☑ Manage a Database
- ☑ Determine Object Dependency
- ☑ Document a Database
- ☑ Analyze the Performance of a Database