ACCESS 2010 INTERMEDIATE TRAINING

COURSE LENGTH: 1.0 DAYS

This second course of the Access 2010 training series covers more complex functions of the software. In addition, this training course is also part of the preparation for taking the Microsoft certification examination for the software.

Among the topics discussed in the Access 2010 Intermediate training course are: creating and modifying a table, normalisation of tables, creating complex queries, advanced form design, compacting a database, custom reports, PivotCharts, PivotTables and other more advanced functions.

The Access 2010 Intermediate training course is now available in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and throughout the UK.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

ACCESS 2010 INTERMEDIATE TRAINING COURSE OUTLINE

FOREWORD

This Access 2010 Intermediate training course running in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide, is rated 5.0/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in Access 2010: Introduction.

Participants will learn how to normalise data, manage table relationships, and enforce referential integrity; work with Lookup fields and subdatasheets; create join queries, calculated fields, and summary values; add objects to forms and create advanced form types; print reports and labels; create and modify charts; and use PivotTables and PivotCharts.

This course will help participants prepare for the Microsoft Office Specialist exam for Access 2010 (exam 77-885). For comprehensive certification training, participants should complete the Introduction, Intermediate, and Advanced courses for Access 2010.

Prerequisites:

Access 2010: Introduction or equivalent experience.

OUTCOMES

▶ Normalise tables, use the Table Analyser, & identify object dependencies
▶ Set relationships between tables
▶ Implement referential integrity
▶ Plan & print table relationships
▶ Work with orphan records
▶ Set and test cascading deletes & updates
▶ Create & modify lookup fields
▶ Work with controls
▶ Enter data in a related table
▶ Use the Query Wizard & Design view to create joins
▶ Master inner & outer joins
▶ Create self-join queries
▶ Find records that do not match between tables
▶ Create calculated fields
▶ Use the Expression Builder in queries
▶ Create a query to display summary values
▶ Master forms
▶ Create PivotTables
▶ Create PivotCharts

MODULES

Lesson 1: Relational Databases

▶ Database normalisation
▶ Table relationships
▶ Referential integrity

Lesson 2: Related tables

▶ Creating lookup fields
▶ Modifying lookup fields
▶ Subdatasheets

Lesson 3: Complex queries

▶ Joining tables in queries
▶ Using calculated fields
▶ Summarising and grouping values

Lesson 4: Advanced form design

▶ Adding unbound controls
▶ Adding graphics
▶ Adding calculated values
▶ Adding combo boxes
▶ Advanced form types

Lesson 5: Reports and printing

▶ Customised headers and footers
▶ Calculated values
▶ Printing
▶ Labels

Lesson 6: Charts

▶ Charts in forms
▶ Charts in reports

Lesson 7: PivotTables and PivotCharts

▶ PivotTables
▶ Modifying PivotTables
▶ PivotCharts
▶ PivotTable forms

WEB LINKS

▶ View this course online