MICROSOFT ACCESS 2010 INTERMEDIATE

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COURSE LENGTH: 1.0 DAYS

So you're ready to take your MS Access 2010 skills to the next level beyond simple database queries. This intermediate level course is designed to give you a deeper understanding of the powerful data mining tools available in this software.

The PD Training MS Access 2010 Intermediate Training Course provides training in setting table relationships, customising reports, create pivot tables and pivot charts, conducting self-join queries, work with orphan records and much more.

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Parramatta, Canberra and Perth.

Contact us today for a group quote.

MICROSOFT ACCESS 2010 INTERMEDIATE COURSE OUTLINE

FOREWORD

This Access 2010 Intermediate training course running in Sydney, Brisbane, Adelaide, Canberra, Melbourne and Perth, 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

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WEB LINKS

- ➢ View this course online
- ➢ In-house Training Instant Quote