



Microsoft Access 2010: Advanced

Overview: Students will learn how to create complex Access databases by structuring existing data, writing advanced queries, working with macros, and performing database maintenance.

Prerequisites: Knowledge of basic and intermediate features of Access tables, relationships, and queries, forms, and reports is recommended.

Course Length: One Day

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