

Microsoft Office Access 2010 Level 3

Duration: 1 day

Description

You will create complex Access databases by structuring existing data, writing advanced queries, working with macros, and performing database maintenance.

Audience

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 courses or equivalent knowledge is recommended: Microsoft® Office Access® 2010: Level 1 Microsoft® Office Access® 2010: Level 2

Topic

STRUCTURING EXISTING DATA

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

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

SIMPLIFYING TASKS WITH MACROS

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

CREATING EFFECTIVE REPORTS

- Include a Chart in a Report

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

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