

MICROSOFT ACCESS 2010 ADVANCED TRAINING

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Microsoft Access
2010
Advanced



COURSE LENGTH: 1.0 DAYS

This Microsoft Access 2010 training course includes hands-on, step-by-step training to provide you with the knowledge to develop a high level of expertise in using the various advanced features of this database application.

After completing this Access 2010 Advanced training course, you will have learned to: write SQL statements, create and run macros, import and export XML documents, compact, repair & backup a database, analyze the performance of the database, configure Access options, link and split a database, validate data, and much more.

This comprehensive training course is available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

MICROSOFT ACCESS 2010 ADVANCED TRAINING COURSE OUTLINE

FOREWORD

This Access 2010 Advanced training course running in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle , is rated 5.0/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in Access 2010: Intermediate.

Participants will learn how to query with SQL; create crosstab, parameter, and action queries; create macros; import, export, and link database objects; interact with XML documents; create hyperlink fields; optimize, split, and back up databases; password-protect and encrypt databases; and set Access options and properties.

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: Intermediate or equivalent experience.

OUTCOMES

By the end of this training course, participants will:

- Write SQL statements
- Create aliases for fields
- Attach a SQL query to a control in a form
- View a crosstab query and use the Crosstab Query Wizard
- Create single-criterion & multiple-criteria parameter queries
- Use action queries to append, delete & modify records
- Create and run macros
- Attach macros to events and command buttons in forms
- Create data validation, data entry, & user-input macros
- Use the Query Wizard & Design view to create joins
- Export & import XML documents
- Link database objects
- Analyze database performance
- Split a database
- Compact, repair & backup a database
- Assign & remove passwords & encryption
- Open a database in exclusive mode
- Configure Access options
- Populate database file properties

MODULES

Lesson 1: Getting Started

- Workshop Objectives

Lesson 2: Advanced Table Tasks

- Using the Quick Start Group
- Using the Property Sheet
- Adding, Moving and Removing Controls
- Formatting Controls
- Setting the Primary Key
- Using Table Macros

Lesson 3: Advanced Form Tasks

- Creating a Sub Form
- Creating a Web Form
- Creating a Split Form

Lesson 4: Advanced Reporting Tasks

- Using Report Sections
- Using Conditional Formatting
- Grouping & Sorting Data
- Adding Calculated Controls
- Creating Labels

Lesson 5: Understanding Relationships

- Types of Relationships
- Viewing Relationships
- Editing Relationships
- About Referential Integrity
- Establishing Referential Integrity

Lesson 6: Advanced Queries

- Sorting and Filtering a Query
- Adding Calculated Fields
- Using the Expression Builder
- What is SQL?
- Basic SQL Syntax

Lesson 7: Linking Data

- Linking to an Excel Spreadsheet
- Linking to an Access Spreadsheet
- Linking to a SharePoint List

Lesson 8: Importing Data

- Importing From an Excel Spreadsheet
- Importing From an Access Database
- Importing From a SharePoint List

Lesson 9: Exporting Data

- Saving an Object as a PDF
- Exporting to an Excel Spreadsheet
- Exporting to a SharePoint List

Lesson 10: Advanced Database Tools

- Using the Database Documenter
- Analysing Table Performance
- Analysing Database Performance
- Repairing a Database
- Compacting a Database

Lesson 11: Wrapping Up

- Words from the Wise

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WEB LINKS

- [View this course online](#)
- [In-house Training Instant Quote](#)