

MICROSOFT ACCESS 2010 INTERMEDIATE TRAINING

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COURSE LENGTH: 1.0 DAYS

This Microsoft Access 2010 Intermediate training course is the second course of the Access 2010 training series and teaches you the more complex functions of this database management software.

After completing this course, you will have learned: creating and modifying a table, normalization of tables, how to use the Query Wizard & Design view, creating complex queries, the advanced form design, compacting a database, using the Jet Database Engine for data storage, custom reports, creating PivotCharts and Tables and other more advanced functions.

This comprehensive training course is now available in 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 INTERMEDIATE TRAINING COURSE OUTLINE

FOREWORD

This Access 2010 Intermediate 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: Introduction](#).

Participants will learn how to normalize data, manage table relationships, and enforce referential integrity; work with Lookup fields and sub datasheets; 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 Pivot Tables and Pivot Charts.

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

By the end of this training course, participants will:

- ▶ Normalize tables, use the Table Analyzer, & 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 Pivot Tables
 - ▶ Create Pivot Charts
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MODULES

Lesson 1: Relational Databases

- ▶ Database normalization
- ▶ Table relationships
- ▶ Referential integrity

Lesson 3: Complex queries

- ▶ Joining tables in queries
- ▶ Using calculated fields
- ▶ Summarizing and grouping values

Lesson 5: Reports and printing

- ▶ Customized headers and footers
- ▶ Calculated values
- ▶ Printing
- ▶ Labels

Lesson 7: PivotTables and PivotCharts

- ▶ PivotTables
- ▶ Modifying PivotTables
- ▶ PivotCharts
- ▶ PivotTable forms

Lesson 2: Related tables

- ▶ Creating lookup fields
- ▶ Modifying lookup fields
- ▶ Subdatasheets

Lesson 4: Advanced form design

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

Lesson 6: Charts

- ▶ Charts in forms
- ▶ Charts in reports

WEB LINKS

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