

Microsoft Access 2010 – Intermediate

This course builds on the skills and concepts taught in Access 2010: Basic. Students will learn how to normalize 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.

Course Length

Access 2010 Intermediate is an one day course.

Prerequisites and Target Audience

Access 2010: Basic, or equivalent experience

Topics

Relation databases

Database normalization
Table relationships
Referential integrity

Related tables

Creating lookup fields
Modifying lookup fields
Subdatasheets

Complex queries

Joining tables in queries
Using calculated fields
Summarizing and grouping values

Advanced form design

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

Reports and printing

Customized headers and footers
Calculated values
Printing
Labels

Charts

Charts in forms
Charts in reports

PivotTables and PivotCharts

PivotTables
Modifying PivotTables
PivotCharts
PivotTable forms