



Access 2010 Level 2-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 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 PivotTables and PivotCharts.

Course Length

2 days

Prerequisites

Microsoft Windows Basic, Access 2010 Basics

Topics

Unit 1: Relational databases

Topic A: Database normalization

Topic B: Table relationships

Topic C: Referential integrity

Unit 2: Related tables

Topic A: Creating lookup fields

Topic B: Modifying lookup fields

Topic C: Subdatasheets

Unit 3: Complex queries

Topic A: Joining tables in queries

Topic B: Using calculated fields

Topic C: Summarizing and grouping values

Unit 4: Advanced form design

Topic A: Adding unbound controls

Topic B: Adding graphics

Topic C: Adding calculated values

Topic D: Adding combo boxes

Topic E: Advanced form types



Unit 5: Reports and printing

Topic A: Customized headers and footers

Topic B: Calculated values

Topic C: Printing

Topic D: Labels

Unit 6: Charts

Topic A: Charts in forms

Topic B: Charts in reports

Unit 7: PivotTables and PivotCharts

Topic A: PivotTables

Topic B: Modifying PivotTables

Topic C: PivotCharts

Topic D: PivotTable forms