

# Microsoft Access 2010 – Level 3

Length: 1 day

## Course Description

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

**Target Student:** 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*

## Course Objectives

Upon successful completion of this course, students will be able to:

- Restructure data into appropriate tables to ensure data dependency and minimize redundancy.
- Write advanced queries to analyze and summarize data.
- Create and revise Microsoft® Office Access® 2010 macros.
- Customize reports by using various Microsoft® Office Access® 2010 features.
- Maintain their databases using Microsoft® Office Access® 2010 tools.

## Course Content

### Lesson 1: Structuring Existing Data

**Topic 1A:** Restructure the Data in a Table

**Topic 1B:** Create a Junction Table

**Topic 1C:** Improve the Table Structure

### Lesson 2: Writing Advanced Queries

**Topic 2A:** Create SubQueries

**Topic 2B:** Create Unmatched and Duplicate Queries

**Topic 2C:** Group and Summarize Records Using Criteria

**Topic 2D:** Summarize Data Using a Crosstab Query

**Topic 2E:** Create a PivotTable and a PivotChart

### Lesson 3: Simplifying Tasks with Macros

**Topic 3A:** Create a Macro

**Topic 3B:** Attach a Macro

**Topic 3C:** Restrict Records Using a Condition

**Topic 3D:** Validate Data Using a Macro

**Topic 3E:** Automate Data Entry Using a Macro



### **Lesson 4: Creating Effective Reports**

**Topic 4A:** Include a Chart in a Report

**Topic 4B:** Print Data in Columns

**Topic 4C:** Cancel Printing of a Blank Report

**Topic 4D:** Publish Reports as PDF

### **Lesson 5: Maintaining an Access Database**

**Topic 5A:** Link Tables to External Data Sources

**Topic 5B:** Manage a Database

**Topic 5C:** Determine Object Dependency

**Topic 5D:** Document a Database

**Topic 5E:** Analyze the Performance of a Database

