

Access 2010: Intermediate

2 days

Description

This ILT Series 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.

Designated as Approved Courseware for the Microsoft Office Specialist program, this course will help students prepare for the Access 2010 exam. For comprehensive certification training, students should complete Access 2010: Basic, Intermediate, and Advanced.

Prerequisites

- Access 2010: Basic

Course Outline

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