



Enhanced Network Solutions Group

Systems Integration • Learning Solutions • CIO Consulting
Managed Outsourcing • Healthcare Solutions • Security Solutions

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Access 2010: Intermediate, First Look Edition

MS-AC-I10-AX Rev 07.10

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.

Prerequisites

- *Windows XP: Basic, Windows Vista: Basic, or Windows 7: Basic*
- *Access 2010: Basic*
- *Previous experience with Excel is recommended*

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



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