Advanced Access

Length: 1 Day

Format: Instructor-Led, Classroom

Prerequisites: Introduction to and Intermediate Access or equivalent knowledge..

Objectives

- 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 Outline

Structuring Existing Data

- Restructure the Data in a Table
- Create a Junction Table
- Improve the Table Structure

Writing Advanced Queries

- Create SubQueries
- Create Unmatched and Duplicate Queries
- Group and Summarize Records Using Criteria
- Summarize Data Using a Crosstab Query
- Create a PivotTable and a PivotChart

Simplifying Tasks with Macros

- Create a Macro
- Attach a Macro
- Restrict Records Using a Condition
- Validate Data Using a Macro
- Automate Data Entry Using a Macro

Creating Effective Reports

- Include a Chart in a Report
- Print Data in Columns
- Cancel Printing of a Blank Report
- Publish Reports as PDF

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Maintaining an Access Database

- Link Tables to External Data Sources
- Manage a Database
- Determine Object Dependency
- Document a Database
- Analyze the Performance of a Database

Note

Please use the content in these outlines as a general guide as to the topics that will be taught. We cannot guarantee that all the topics listed in an outline will be covered during your particular class. Based on student need, your instructor may have to adjust the course content to suit your class, unexpected events, as well as the composition and skill level of the students in attendance.

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