



Computer Consultants Corporation

Microsoft Access 2010

Intermediate

Length of course: 1 class day (6 hours)

Objective(s): Students will learn the intermediate skills required for the effective use of Microsoft Access 2010. Topics covered include Access in the Office 2010 environment and the new Ribbon interface, relational database concepts, querying databases, customizing input forms, and creating custom reports.

Prerequisites: Some experience of working with Access in a Windows operating system environment.

Designing a Relational Database

- Principles of good Database Design
- Planning a Relational Database
- Normalizing Data
- Identifying Relationship types
- Creating and modifying Relationships
- Printing Relationships
- Modifying Table Field settings
- Creating Lookup fields
- Identifying Object dependencies

Querying a Database

- Choosing Field to include in a Query
- Selecting Fields from multiple Tables
- Saving Filters and Queries
- Comparison Operators and Wildcards
- Setting And/Or Criteria
- Using Date Criteria
- Sorting a Query
- Using Calculations in Queries

Sharing Data across Applications

- Import Data into Access
- Export Data to Text File Formats
- Export Access Data to Excel
- Create a Mail Merge

Customizing Input Forms

- Examining Form Design View
- Setting Report Print Layout
- Identifying Layout View Elements
- Identifying a Record Source
- Working with Form Control
- Editing Labels
- Using Design Font Tools
- Applying Conditional Formatting
- Using the Property Sheet
- Form Header/Footer
- Formatting Form Section Background
- Adding Design Elements to Forms
- Applying Auto Format

Customizing Reports

- Organize Report Information
- Format Reports
- Control Report Pagination
- Summarize Report Information
- Add a Subreport to an Existing Report
- Create a Mailing Label Report
- Charts in forms and Reports

PivotTables and Pivot Charts

- Creating and Modifying PivotTables
- Pivot Charts
- PivotTable forms