ACCESS 2010 ADVANCED

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Microsoft Access 2010 Advanced

COURSE LENGTH: 1.0 DAYS

The final component of the three-part training series of Microsoft Access 2010, this Advanced training course teaches you how to use some of the more advanced features of the software. Those who completed this course will then be considered as experts on Access 2010 and are prepared to take the certification exam for the Microsoft Office Specialist.

In this course, participants will learn to write SQL statements, record and run macros, use the Query Wizard and Design view to create joins, make data validation, data entry, user-input macros and much more!

This training course is now available in Hong Kong.

This Microsoft Access 2010 Advanced training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Click on the In-house tab below to generate an instant quote.

ACCESS 2010 ADVANCED COURSE OUTLINE

FOREWORD

This Access 2010 Advanced training course running in Central and Hong Kong wide, is rated 5.0/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in Access 2010: Intermediate. Participants will learn how to query with SQL; create crosstab, parameter, and action queries; create macros; import, export, and link database objects; interact with XML documents; create hyperlink fields; optimize, split, and back up databases; password-protect and encrypt databases; and set Access options and properties.

This course will help participants prepare for the Microsoft Office Specialist exam for Access 2010 (exam 77-885). For comprehensive certification training, participants should complete the Introduction, Intermediate, and Advanced courses for Access 2010.

Prerequisites:

Access 2010: Intermediate or equivalent experience.

OUTCOMES

- Write SQL statements
- Create aliases for fields
- Attach a SQL query to a control in a form
- View a crosstab query and use the Crosstab Query Wizard
- Create single-criterion & multiple-criteria parameter queries
- Use action queries to append, delete & modify records
- Create and run macros
- Attach macros to events and command buttons in forms
- Create data validation, data entry, & user-input macros
- Use the Query Wizard & Design view to create joins
- Export & import XML documents
- Link database objects
- Analyze database performance
- Split a database
- Compact, repair & backup a database
- Assign & remove passwords & encryption
- Open a database in exclusive mode
- Configure Access options
- Populate database file properties

MODULES

Lesson 1: Getting Started
- Workshop Objectives

Lesson 2: Advanced Table Tasks
- Using the Quick Start Group
- Using the Property Sheet
- Adding, Moving and Removing Controls
- Formatting Controls
- Setting the Primary Key
- Using Table Macros

Lesson 3: Advanced Form Tasks
- Creating a Sub Form
- Creating a Web Form
- Creating a Split Form

Lesson 4: Advanced Reporting Tasks
- Using Report Sections
- Using Conditional Formatting
- Grouping & Sorting Data
- Adding Calculated Controls
- Creating Labels

Lesson 5: Understanding Relationships
- Types of Relationships
- Viewing Relationships
- Editing Relationships
- About Referential Integrity
- Establishing Referential Integrity

Lesson 6: Advanced Queries
- Sorting and Filtering a Query
- Adding Calculated Fields
- Using the Expression Builder
- What is SQL?
- Basic SQL Syntax

Lesson 7: Linking Data
- Linking to an Excel Spreadsheet
- Linking to an Access Spreadsheet
- Linking to a SharePoint List

Lesson 8: Importing Data
- Importing From an Excel Spreadsheet
- Importing From an Access Database
- Importing From a SharePoint List

Lesson 9: Exporting Data
- Saving an Object as a PDF
- Exporting to an Excel Spreadsheet
- Exporting to a SharePoint List

Lesson 10: Advanced Database Tools
- Using the Database Documenter
- Analysing Table Performance
- Analysing Database Performance
- Repairing a Database
- Compacting a Database

Lesson 11: Wrapping Up
- Words from the Wise

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WEB LINKS

- ➢ View this course online
- ➢ In-house Training Instant Quote