

ACCESS 2010 INTERMEDIATE

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Microsoft Access
2010
Intermediate



COURSE LENGTH: 1.0 DAYS

In this second course of the Microsoft Access 2010 training series, you will be exposed to some of the more advanced concepts of using Access 2010. This course will also help anyone interested in preparing for the Microsoft Office Certification exam.

This helpful Microsoft Access 2010 Intermediate training course will educate participants on how to normalize tables, how to use the table analyzer and identify object dependencies; how to implement referential integrity, how to make pivot tables and pivot charts, how to create and modify lookup fields and much more.

This training course is now available in Hong Kong.

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

For onsite training at your location, please click on the Group Training Quote button, or contact us today for a free personalised quote!

ACCESS 2010 INTERMEDIATE COURSE OUTLINE

FOREWORD

This Access 2010 Intermediate 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: Introduction.

Participants 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.

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: Introduction or equivalent experience.

OUTCOMES

After completing this course, participants will be able to:

- Normalise tables, use the Table Analyser, & identify object dependencies
 - Set relationships between tables
 - Implement referential integrity
 - Plan & print table relationships
 - Work with orphan records
 - Set and test cascading deletes & updates
 - Create & modify lookup fields
 - Work with controls
 - Enter data in a related table
 - Use the Query Wizard & Design view to create joins
 - Master inner & outer joins
 - Create self-join queries
 - Find records that do not match between tables
 - Create calculated fields
 - Use the Expression Builder in queries
 - Create a query to display summary values
 - Master forms
 - Create PivotTables
 - Create PivotCharts
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MODULES

Lesson 1: Relational Databases

- Database normalization
- Table relationships
- Referential integrity

Lesson 2: Related tables

- Creating lookup fields
- Modifying lookup fields
- Subdatasheets

Lesson 3: Complex queries

- Joining tables in queries
- Using calculated fields
- Summarizing and grouping values

Lesson 4: Advanced form design

- Adding unbound controls
- Adding graphics
- Adding calculated values
- Adding combo boxes
- Advanced form types

Lesson 5: Reports and printing

- Customized headers and footers
- Calculated values
- Printing
- Labels

Lesson 6: Charts

- Charts in forms
- Charts in reports

Lesson 7: PivotTables and PivotCharts

- PivotTables
- Modifying PivotTables
- PivotCharts
- PivotTable forms

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WEB LINKS

- [View this course online](#)
- [In-house Training Instant Quote](#)