



The Office Wiz Training, Consulting and Support Services

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COURSE DESCRIPTION FOR MICROSOFT® OFFICE ACCESS® 2010: LEVEL 3

Do you want to be an Access master? You won't want to miss the final class in the core series. We concentrate on working with heavily related tables and creating advanced queries, forms and reports. We will also see how to write macros to automate common tasks and perform general database maintenance. Learn to:

- Restructure data into appropriate tables to ensure data dependency and minimize redundancy.
- Write advanced queries to analyze and summarize data.
- Create and revise macros.
- Display data more effectively in a form.
- Customize reports by using various Microsoft Office Access 2010 features, making them more effective.
- Maintain your database using various tools.

LENGTH

Approximately eight hours. Recommend two four hour sessions.

PREREQUISITES

Access 2010: Levels 1 and 2 or equivalent knowledge. You also need a good understanding of basic Microsoft Windows, file management and personal computers.

SPECIFIC CLASS CONTENT

Lesson 1: Structuring Existing Data

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

Lesson 2: 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

Lesson 3: 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

Lesson 4: Creating Effective Reports

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

Lesson 5: 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

COURSEWARE

Elementk student textbook.

NECESSARY SOFTWARE AND HARDWARE (AS RECOMMENDED BY ELEMENTK)

- A 1 GHz Pentium-class processor or faster.
- A minimum of 256 MB of RAM. 512 MB of RAM is recommended.
- A 10 GB hard disk or larger. You should have at least 1 GB of free hard disk space available for the Office installation.
- A CD-ROM drive.
- A keyboard and mouse or other pointing device.
- A 1024 x 768 resolution monitor is recommended.
- Network cards and cabling for local network access.
- Internet access (see your local network administrator).
- A printer (optional) or an installed printer driver.
- Windows XP.
- Microsoft® Office Professional Edition 2010.
- Microsoft Office Suite Service Pack 1.
- Windows XP Professional with Service Pack 2.