



Access 2010 - Intermediate

Course Duration

Duration 1 Day. Course timings 0930-1630 (approximate)

Course Aims

This course is designed to give existing Access users additional skills to design, create and customise database tables, queries, forms, and reports.

Pre-requisites

A basic understanding of PCs, Windows and Access is required, gained from previous experience or by attendance on an Access Introduction course.

Target Audience

This course is designed for users who wish to understand the more advanced features of Access including more complex queries and form design.

Content/Topics

The Microsoft Access 2010 Intermediate course will cover the following topics enabling delegates at the end of the course to be able to:

Database Design

- Relational databases vs Flat File
- Primary and Foreign Keys
- Dr Codd's Law
- Relationship Types

Relationships

- The Relationship Window
- Adding Tables
- Create a Relationship between tables
- Referential Integrity & Join Types
- Troubleshoot Relationships
- Editing and deleting Relationships

Queries

- Select Queries
- Calculated Fields
- Summary Queries
- Expression Builder
- Crosstab Queries
- Parameter Queries
- Query Join Types
- Append, Delete & Update Queries

Forms

- Create a Form in Design View
- Types of Controls and The Toolbox
- Controlling Data Input, eg validation rules
- Insert a Page Tab to an existing form
- Create a Form using the Subform control
- Create a Subform with the Form Wizard
- Create a Combo Box control
- Changing Form Properties
- Add a Page Break
- Change the Tab Order
- Create an Option Group
- Add a command button for basic operations
- Create a Switchboard for basic operations
- Open a form at Startup

Reports

- Creating Reports Using the Report Wizard
- Using the Chart Wizard
- Creating a Report in Design View
- Add Controls
- Set Properties
- Add sorting and grouping options
- Print a report

Sharing Data

- Importing Data
- Linking Data
- Exporting Data