

Course ACS1002: Microsoft Access 2010 – Intermediate Level

One Day, Instructor-Led

Pre-requisites

- Access 2010 – Basic or Equivalent Experience

Course Outline

Unit 1: Relational databases

- Database normalization
- Table relationships
- Referential integrity

Unit 2: Related tables

- Creating lookup fields
- Modifying lookup fields
- Subdatasheets

Unit 3: Complex queries

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

Unit 4: Advanced form design

- Adding unbound controls
- Adding calculated values

- Adding combo boxes
- Advanced form types

Unit 5: Reports and printing

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

Unit 6: Charts

- Charts in forms
- Charts in reports

Unit 7: PivotTables and PivotCharts

- PivotTables
- Modifying PivotTables
- Pivot Charts
- PivotTable forms

Course Inclusions:

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Notes



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