

MICROSOFT ACCESS 2010 INTERMEDIATE COURSE OUTLINE 1 DAY

OVERVIEW

This course is designed for delegates who are already aware of the basic of features of Microsoft Access, but wish to expand their knowledge to incorporate some of the more beneficial points.

WHO SHOULD ATTEND

This course is designed for students who are interested in learning more about Microsoft Office Access 2010 databases.

PREREQUISITE COMMENTS

Delegates must be familiar with the basic understanding of Access, the Windows Environment and be proficient with a computer, keyboard and mouse. It is also advisable that delegates have attended the Microsoft Office Access Introduction Course.

TOPICS	TOPICS
RECAP ON BASICS	QUERY SECTION
• Creating a Basic Database	• Example Criteria
• Creating a Basic Query	• Creating a Simple Query
• Creating a Basic Form	• Editing Queries
• Creating a Basic Report	• Using Parameters
TABLE RELATIONSHIPS	• Using Calculations
• Creating additional Tables	• Action Queries
• Quick Links via Queries	• Crosstab Queries
• Permanent Relationships	• Find Duplicates Queries
• Types of Links	• Find Unmatched Queries
• Referential Integrity	REPORTS
• Creating Linked Queries	• Printing Tables & Forms Using Reports
• Creating Sub Forms / Linked Forms	• Auto Reports
• Creating Linked Reports	• Modifying Reports
FORMS	• Using Mailing Labels
• Creating a Simple Form	• Sorting & Grouping
• Adding Text Boxes / Labels	• Using Calculations
• Drawing Lines / Squares	IMPORTING / EXPORTING DATA
• Inserting Page Headers and Footers	• Importing / Linking Data into Access
• Inserting Form Headers and Footers	• Exporting Data into Word / Excel
• Inserting Dates	• Exporting Data into Mail Merges

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