



MICROSOFT ACCESS 2010 INTERMEDIATE

COURSE OUTLINE

Module 1: Queries

- What are queries?
- Creating a query
- Adding (and removing) criteria to a query
- Running a query
- Editing criteria in a query
- Saving a query
- Creating a two table query and sorting the results
- Refining your query
- What are Wildcards?
- Deleting a query
- Hiding and un-hiding fields within a query

Module 2: Reports

- What are reports?
- Creating a simple report
- Using the Report Wizard
- Modifying the layout of a report
- Widening a report column
- Modifying the report title
- Adding a logo to a report
- Formatting a form using themes
- Modifying field names within a report
- Inserting and formatting the date & time
- Adding existing fields to a report
- Resizing reports for printing
- Totals
- Closing a report
- Deleting a report

COURSE DETAILS

1-Day Instructor-led classroom based training

COURSE OVERVIEW

You're training in and use of Microsoft Office Access 2010 has provided you with a solid foundation in the basic skills for working in Microsoft Office Access 2010. You're now ready to extend your knowledge into some of the more specialized and advanced capabilities.

The Intermediate course is for the individual whose job responsibilities include working with heavily related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance.

COURSE PRE-REQUISITES

MS Access 2010 Foundation or equivalent knowledge is essential.



Module 3: Exporting

- What does exporting data mean?
- What is a spreadsheet format?
- What is text only and CSV format?
- What is a PDF file?
- What is an XML file?
- Exporting a table as an Excel file
- Exporting a table as a text file (keeping data format & layout)
- Exporting a table as a text CSV formatted file
- Exporting a table as a PDF formatted file
- Exporting a table as an XML formatted file

Module 4: Printing

- Considerations before printing
- Print previewing
- Which orientation, portrait or landscape?
- Adjusting layout in Print Preview
- Setting margins
- Printing a complete table
- Printing selected records
- Printing a query or reports
- Printing forms

Module 5: Reference: The Access 2010 Interface

- Opening the Access 2010 program
- Opening a database within your samples folder
- Opening a table
- The Ribbon (Toolbar)
- Ribbon tabs
- Groups
- Dialog box launcher
- Navigating – Quick keys (shortcut keys)
- Navigating – Pointer keys & quick keys
- Contextual tabs
- Minimising the Ribbon
- The File tab
- Microsoft Access Help

- Closing Access 2010

Module 6: Database Terminology & Theory

- What is a database?
- What is a table?
- What is a record?
- What is a field?
- What is meant by 'Field data types'?
- What are 'Field Properties'?
- What is a primary key?
- Types of database
- Database Design Stages
- Large scale database systems

Module 7: Trusted Locations

- Allowing Access to your sample folder for this course

Module 8: Fields

- What is a table lookup?
- Creating a lookup within a field
- Modifying a lookup within a field
- Deleting a lookup within a field
- What is an input mask?
- Creating an input mask
- Modifying an input mask
- Deleting an input mask
- What does data entry required/not required mean?
- Modifying a field to require data entry
- Modifying a field so that it does not require data entry

Module 9: Relationships

- What is a one-to-one relationship?
- Creating a one-to-one relationship
- Modifying a one-to-one table relationship
- Deleting a one-to-one table relationship



- What is a one-to-many table relationship?
- Creating a one-to-many relationship
- Modifying a one-to-many relationship
- Deleting a one-to-many relationship
- What is a many-to-many relationship?
- Creating a many-to-many relationship using a junction table
- Modifying or deleting a many-to-many relationship
- What is referential integrity?
- Enforcing referential integrity
- Applying automatic updating of related fields
- Applying automatic deletion of related fields

Module 10: Joins

- Applying an inner join
- Modifying an inner join
- Applying an outer join
- Modifying an outer join
- Creating a subtract join
- Modifying a subtract join
- What is a self join?
- Applying a self join

COURSE COMPLETION

You will have the ability to work with heavily related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance.

On completion of the course you will receive a certificate.



OVERVIEW

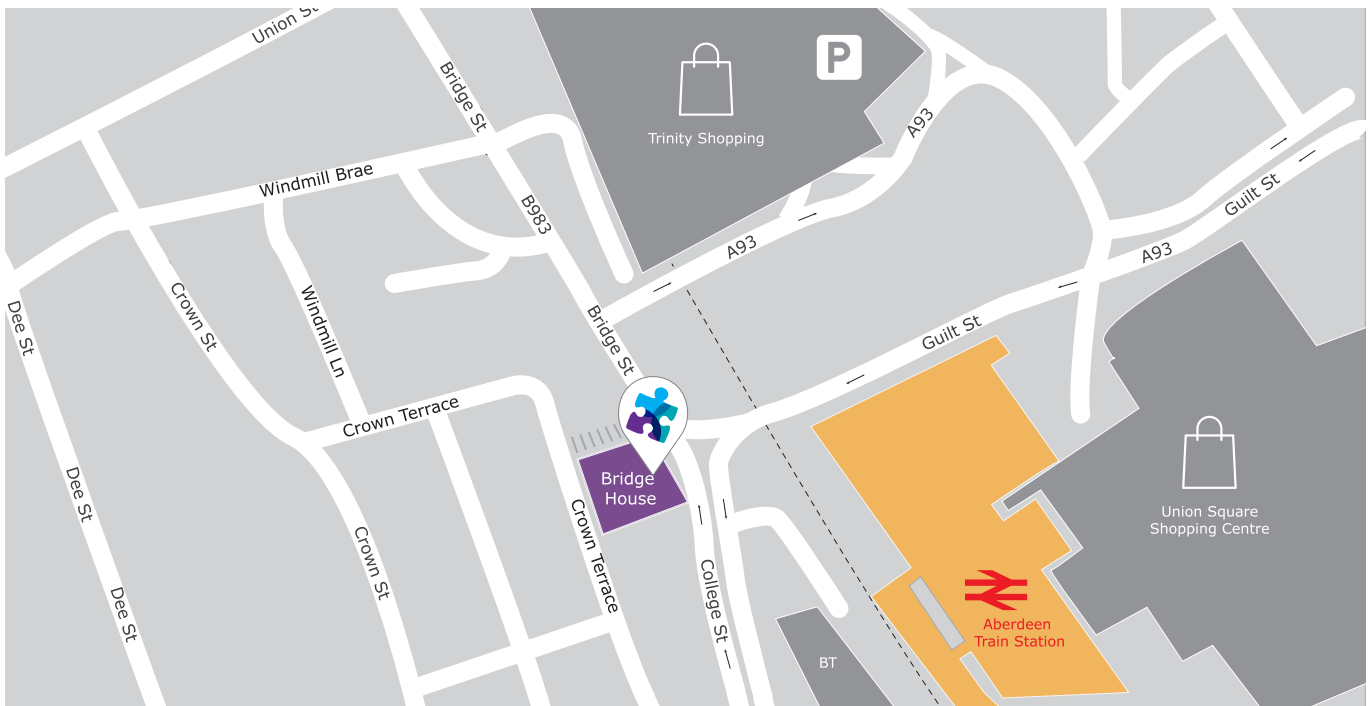
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years and have developed a loyal customer base with highly satisfied delegates and training bookers returning time and time again.

We trust you will enjoy your training course with Solab, and if you get into any problems, please call us on 01224213033.



HOW TO FIND US?

Our office is situated on the first floor of Bridge House, at 56-58 Bridge Street, Aberdeen.

OFFICE OPENING HOURS

Monday	09.00 am - 05:30 pm
Tuesday	09.00 am - 05:30 pm
Wednesday	09.00 am - 05:30 pm
Thursday	09.00 am - 05:30 pm
Friday	09.00 am - 05:30 pm
Saturday, Sunday	CLOSED

WHERE TO PARK?

Parking is available at the multi-storey pay and display car park next to the nearby British Telecom building.

From the car park, walk up College Street onto Bridge Street; Bridge House is located at the bottom of Bridge Street before the steps up to Crown Terrace. Solab's office can be reached by taking either the lift or stairs to the first floor.