

Access 2010: Intermediate

Code: CT11-361

Duration: 1 day(s)

Outline

Relational databases

Database normalisation

Relating tables

Implementing referential integrity

Related tables

Creating lookup fields

Modifying lookup fields

Subdatasheets

Complex queries

Joining tables in queries

Using calculated fields

Summarising and grouping values

Advanced form design

Adding unbound controls

Adding Graphics

Adding calculated values

Adding combo boxes

Advanced form types

Reports and printing

Customised headers and footers

Calculated values

Printing

Labels

Charts

Charts in forms

Charts in reports

PivotTables and PivotCharts

PivotTables

Modifying PivotTables

PivotCharts

PivotTable forms

After completing this course, students will know how to:

- Normalise tables, analyse tables, and view object dependencies; set table relationships; implement referential integrity between related tables; and set cascading deletes and updates.
- Create lookup fields and multi-valued fields; modify lookup field properties; and use a sub datasheet to add data to related tables.
- Create join queries; create calculated fields in a query; and use queries to view summarized and grouped data.
- Add unbound controls, graphics, and calculated fields to a form; and create multiple-item forms, split forms, datasheet forms, and subforms.
- Add headers and footers in a report; use functions to add calculated values in a report; print database objects and database documents; and create labels.
- Create and modify charts in forms and reports.
- Create and modify PivotTables, create PivotCharts, and create PivotTable forms.

Prerequisites

Access 2010: Basic or equivalent experience