TAN DUC INFORMATION TECHNOLOGY SCHOOL JSC
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Let's Reach For Excellence!

Microsoft Access 2010: Advanced Skills

Duration: 02 days

This course builds on the skills and concepts taught in Access 2010: Basic. Students will learn how to normalize data, manage table relationships, and enforce referential integrity; work with Lookup fields and subdatasheets; create join queries, calculated fields, and summary values; add objects to forms and create advanced form types; print reports and labels; create and modify charts; and use PivotTables and PivotCharts.

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Accredited Training Center EC-Council
PEARSON VUE-Authorized Test Center
KRYTERION GLOBAL TESTING SOLUTIONS

COURSE OUTLINE

Lessons	Concepts – Activities
1. Relational databases	• Topic A: Database normalization • Topic B: Table relationships • Topic C: Referential integrity
2. Related tables	• Topic A: Creating lookup fields • Topic B: Modifying lookup fields • Topic C: Subdatasheets
3. Complex queries	• Topic A: Joining tables in queries • Topic B: Using calculated fields • Topic C: Summarizing and grouping values
4. Advanced form design	• Topic A: Adding unbound controls • Topic B: Graphics • Topic C: Adding calculated values • Topic D: Adding combo boxes • Topic E: Advanced form types
5. Reports and printing	• Topic A: Customized headers and footers • Topic B: Calculated values • Topic C: Printing • Topic D: Labels
6. Charts	• Topic A: Charts in forms • Topic B: Charts in reports
7. PivotTables and PivotCharts	• Topic A: PivotTables • Topic B: Modifying PivotTables • Topic C: PivotCharts • Topic D: PivotTable forms