

## Customised IT and Soft Skills training to suit your needs

### Microsoft Access 2010 Intermediate Training

**Audience:** This course is designed for existing Microsoft Access users with sound basic skills. The course will focus more on queries, forms and reports. It also includes more advanced Access relationships.

**Microsoft Access 2010 Intermediate Course Objectives:** After the course, you will be able to:

- Create Action Queries
- Create Advanced Forms
- Create Advanced Reports
- Understand and Create a Switchboard

**Course Prerequisite:** You must have sound Access skills and understand key concepts of a database, equivalent to our intermediate course contents

#### Course Duration

This is a 1 day Access 2010 training course. The course starts at 09:30 and runs until 16:30

#### Course Locations / Schedule

This Access 2010 Intermediate course can be held at our Access training centre or any preferred location in the UK. The course can be held on a date that suits you. We do not run public scheduled courses.

## Advanced Tables

- Input mask
- Applying validation
- Validation text
- Calculating a field
- Multiple primary keys
- Lookup fields
- Formatting a field
- Link to external data source

## Recap and More on Relationships

- Why create relationships between tables?
- Different types of relationships
- Adding tables to the relationship window
- Creating, editing and deleting relationships
- Conditions for setting up a relationship
- Understanding Referential Integrity
- Using the Cascade Update option
- Using the Cascade Delete option
- Saving relationships

## Advanced & Action Queries

- Creating Calculated fields
- Creating Parameter Queries
- Creating Summary Queries
- Creating a Crosstab Query
- Editing a Crosstab Query
- Use the Top Values option in a Query
- Create and use a Make Table Query
- Create and use an Append Query
- Create and use a Delete Query
- Create and use an Update Query

## Advanced Forms

- Main Form and sub forms
- Exploring Layout View
- Split forms
- Using Checkboxes & toggle buttons
- Using combo boxes
- Changing the data source options

- Adding Option group controls
- Adding Command button Controls
- Setting more form properties
- Calculation in a Form
- Concatenating Text Values
- Setting the Tab Order
- Adding and Removing Filters (Selection and Forms)
- Defining Validation Rules
- Using advanced controls
- Template Forms

## Advanced Reports

- Customise your Report
- Format the controls
- Using Expressions
- Adding Sub Reports
- Parameter reports
- Report Templates
- The Keep Together property
- Mailing Labels
- Grouping interval properties
- Group Headers/footers calculations
- Page setup
- Page breaks

## Importing & Linking Data

- Importing from Access and Excel
- Linking to an external Access Database Table
- Linking to an Excel Workbook
- Renaming and Copying Tables
- Linked table manager
- Export to various formats
- Charts and Pivots
- Create a PivotChart / PivotTable
- Edit PivotTable options
- Formatting a chart
- Changing the chart type
- Parameter chart
- Chart based on single record

