

Microsoft® Office Access® 2010: Level 3

Course Description: This 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. During this course, students will create complex Access databases by structuring existing data, writing advanced queries, working with macros, and performing database maintenance.

Course Objective: Upon successful completion of this course, students will be able to:

- restructure data into appropriate tables to ensure data dependency and minimize redundancy.
- write advanced queries to analyze and summarize data.
- create and revise Microsoft® Office Access® 2010 macros.
- customize reports by using various Microsoft® Office Access® 2010 features.
- maintain their databases using Microsoft® Office Access® 2010 tools.

Prerequisites: Knowledge of basic and intermediate features of Access tables, relationships, and queries, forms, and reports is recommended. The following Element K courses or equivalent knowledge is recommended:

- *Microsoft® Office Access® 2010: Level 1*
- *Microsoft® Office Access® 2010: Level 2*

Course Content

Lesson 1: Structuring Existing Data

Topic 1A: Restructure the Data in a Table

Topic 1B: Create a Junction Table

Topic 1C: Improve the Table Structure

Lesson 2: Writing Advanced Queries

Topic 2A: Create SubQueries

Topic 2B: Create Unmatched and Duplicate Queries

Topic 2C: Group and Summarize Records Using Criteria

Topic 2D: Summarize Data Using a Crosstab Query

Topic 2E: Create a PivotTable and a PivotChart

Lesson 3: Simplifying Tasks with Macros

Topic 3A: Create a Macro

Topic 3B: Attach a Macro

Topic 3C: Restrict Records Using a Condition

Topic 3D: Validate Data Using a Macro

Topic 3E: Automate Data Entry Using a Macro

Lesson 4: Creating Effective Reports

Topic 4A: Include a Chart in a Report

Topic 4B: Print Data in Columns

Topic 4C: Cancel Printing of a Blank Report

Topic 4D: Publish Reports as PDF

**Lesson 5: Maintaining an Access
Database**

Topic 5A: Link Tables to External
Data Sources

Topic 5B: Manage a Database

Topic 5C: Determine Object
Dependency

Topic 5D: Document a Database

Topic 5E: Analyze the Performance
of a Database