

## ACCESS 2010: LEVEL 2

Available Dates: **Call for Dates**

Class Length: **1 day**

Cost: **\$199**

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### **Class Outline:**

#### **Course Description:**

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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##### **Unit 1: Relational databases**

Topic A: Database normalization

Topic B: Table relationships

Topic C: Referential integrity

##### **Unit 2: Related tables**

Topic A: Creating lookup fields

Topic B: Modifying lookup fields

Topic C: Subdatasheets

##### **Unit 3: Complex queries**

Topic A: Joining tables in queries

Topic B: Using calculated fields

Topic C: Summarizing and grouping values

##### **Unit 4: Advanced form design**

Topic A: Adding unbound controls

Topic B: Adding graphics

Topic C: Adding calculated values

Topic D: Adding combo boxes

Topic E: Advanced form types

##### **Unit 5: Reports and printing**

Topic A: Customized headers and footers

Topic B: Calculated values

Topic C: Printing

Topic D: Labels

##### **Unit 6: Charts**

Topic A: Charts in forms

Topic B: Charts in reports

##### **Unit 7: PivotTables and PivotCharts**

Topic A: PivotTables

Topic B: Modifying PivotTables

Topic C: PivotCharts

Topic D: PivotTable forms