

Access 2010 Level 2 – Advanced Database Design

2-day course
Course Code: D102en

Who should attend? This course is intended for participants who are familiar with Microsoft Office Access 2010.

Prerequisites Microsoft Office Access 2010 Level 1 - Database Design

Course Objectives Upon completion of the course, participants will be able to accomplish the following:

- Overview of the databases that will be used during the course
- Enhance tables by creating lookups
- Create various types of advanced queries.
- Create advanced forms by adding controls, subforms, calculations, and graphic images
- Create advanced reports by adding controls, grouping, subforms, calculations, graphic images, and charts
- Work with and create web-based objects

Course Content

Database Overview

Database Overview

Enhancing Tables

Copying a Database Object; Lookup Fields; Creating a Lookup

Advanced Queries

Query Overview; The Query Wizard; Nested Queries; Query Joins; Make Table Queries; Append Queries; Summary Queries; Crosstab Queries

Advanced Forms

Form Design; Controls; Form Properties; Subforms; Advanced Calculations; Customizing Forms

Advanced Reports

Designing Reports; Sorting and Grouping; Layout Properties; Calculations; Subreports; Graphic Reports; Chart Wizard

Supplemental Topics: Working with Web Tools

Working with Web Pages; Hyperlinks
