Microsoft Access 2010 – Level 2

Course Introduction

The Access 2010 – Level 2 course teaches students advanced-level concepts and features of the Microsoft Access 2010 application.

In this course, students work with advanced and complex queries, forms, and reports. Students learn to create PivotCharts and PivotTables, import and export data, use macros, and maintain, optimize, and document a database.

Students accomplish the learning objectives for each module through a series of hands-on tasks, for which they are given step-by-step instructions and desired result checkpoints. The tasks provide ample opportunity for students to practice, apply, and develop the skills covered in the course.

A practice exercise and review questions are included at the end of each module to measure progress and reinforce the skills learned. There is also a lab exercise at the end of the course to provide further practice and review to reinforce the topics learned throughout the course, and to help prepare students for the exam.

Course Prerequisite(s)

Microsoft Access 2010 Level 1

Course Aim

To provide an understanding of Microsoft Access 2010 that goes beyond the basics, in order to create and manage databases.

Of Interest to

Those who are already familiar with Microsoft Access 2010, and who want to learn more advanced techniques for creating, using, and managing relational databases.

Course Breakdown

Module 1:

Understanding Database Relationships; Defining a Database Relationship; Viewing Existing Relationships; Viewing Data in Related Tables and Enforcing Referential Integrity; Modifying Table Design

Module 2:

Selecting Data from Tables; Calculating Fields; Understanding Joins; Finding Unmatched Records; Creating Parameter Queries; Creating Action Queries; Summarizing and Grouping Data; Creating a Crosstab Query; Optimizing a Query

Module 3:

Creating Advanced Forms; Naming Controls, Applying Conditional Formatting, and Changing the Tab Order; Using Advanced Controls; Creating and Modifying a Subform; Creating a Switchboard Form; Modifying a Switchboard Form

Module 4:

Creating Complex Reports; Embedding Objects in a Report, Applying Conditional Formatting, and Using the Find Command; Working with Subreports; Charting Data; Creating PivotTables and PivotCharts

Module 5:

Importing Data; Linking Data from an External Source; Exporting and Merging; Saving Database Objects and Databases; Data Collection; Introducing Microsoft SharePoint

Module 6:

Creating and Using Macros; Working with Macros; Maintaining a Database; Splitting a Database and Error Checking; Optimizing and Documenting a Database

Lab Exercise

Academy of Learning

CAREER COLLEGE