

Course Length-----2 Days
Course Format ----- Instructor -Led
Course Hours -----9:00 a.m. – 5:00 p.m.



Microsoft® Office Access® 2010 *Two-Day Advanced*

Course Description

Course Objective: You will create complex Access databases by structuring existing data, writing advanced queries, working with macros, and performing database maintenance. You will exchange data with other applications, automate business processes by using VBA code, and secure and share databases.

Target Student: 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. This is also designed for students who are interested in learning introductory level administrator skill sets. The course is also for students who may be working in a web-based environment and may need to adapt Access applications to the environment.

Prerequisites: To ensure your success, knowledge of basic and intermediate features of Access tables, relationships, and queries, forms, and reports is recommended. The following CompuTrain courses or equivalent knowledge is recommended:

- ◆ Microsoft® Office **Access® 2010: Introduction** (2 Days)

Course Objectives

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.
- ◆ Share Access data with other applications.
- ◆ Use VBA to automate a business process.
- ◆ Create and modify a database switchboard and set the startup options.
- ◆ Secure and distribute databases.
- ◆ Share databases using a SharePoint site.

Course Content (continued on next page)



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Course Content

Day 1

Lesson 1: Structuring Existing Data

- Restructure the Data in a Table
- Create a Junction Table
- Improve the Table Structure

Lesson 2: Writing Advanced Queries

- Create SubQueries
- Create Unmatched and Duplicate Queries
- Group and Summarize Records Using Criteria
- Summarize Data Using a Crosstab Query
- Create a PivotTable and a PivotChart

Lesson 3: Simplifying Tasks with Macros

- Create a Macro
- Attach a Macro
- Restrict Records Using a Condition
- Validate Data Using a Macro
- Automate Data Entry Using a Macro

Lesson 4: Creating Effective Reports

- Include a Chart in a Report
- Print Data in Columns
- Cancel Printing of a Blank Report
- Publish Reports as PDF

Lesson 5: Maintaining an Access Database

- Link Tables to External Data Sources
- Manage a Database
- Determine Object Dependency
- Document a Database
- Analyze the Performance of a Database

Day 2

Lesson 1: Integrating Access into Your Business

- Import XML Data into an Access Database
- Export Access Data to the XML Format
- Export Data to an Outlook Address Book
- Collect Data Through Email Messages

Lesson 2: Automating a Business Process with VBA

- Create a Standard Module
- Develop Code
- Call a Procedure from a Form
- Run a Procedure

Lesson 3: Managing Switchboards

- Create a Database Switchboard
- Modify a Database Switchboard
- Set the Startup Options

Lesson 4: Distributing and Securing Databases

- Split a Database
- Implement Security
- Set Passwords
- Convert an Access Database to an ACCDE File
- Package a Database with a Digital Signature

Lesson 5: Sharing Databases Using a SharePoint Site

- Export a Table to a SharePoint List
- Import Data from a SharePoint List
- Publish a Database to a SharePoint Site
- Move a Database to a SharePoint Site
- Work Offline