



RGB Technology Training Center Certified Microsoft Office Specialist (CMOS)

Microsoft Office 2010 Access Advance

Course Format: Instructor-Led

Course Hours: 9 Hours

Course Description

Course Objective: You will create complex Access databases by structuring existing data, writing advanced queries, working with macros, and performing database maintenance.

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.

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

- ❖ Microsoft Office Access 2010: Introduction

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.
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Course Content

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

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

Lesson 5: Maintaining an Access Database