

Microsoft® Office Access® 2010: Part 2

Course Specifications

Course Number: ELK91-002_rev2.2

Course length: 1.0 day(s)

Course Description

Your training and experience using Microsoft® Access® 2010 has given you basic database management skills such as creating tables, designing forms and reports, and building queries. In this course, you will expand your knowledge of relational database design, write advanced queries, structure existing data, share data across applications, and customize reports. Extending your knowledge of Microsoft Access 2010 will result in a robust, functional database for your users.

You can also use this course to prepare for the Microsoft Office Specialist (MOS) Certification exams for Microsoft® Access® 2010.

Course Objective: In this course, you will work with relational database structure, relationships, efficiency, integrity, and customization.

You will:

- Design a relational database.
- Join tables to retrieve data from unrelated tables.
- Organize a database for efficiency, performance, and to maintain data integrity.
- Share data between Access and other applications.
- Customize reports to organize the displayed information and produce specific print layouts.

Target Student: This course is designed for students wishing to gain intermediate-level skills or individuals whose job responsibilities include constructing relational databases, performing database maintenance, creating advanced queries and reports, or integrating Access with other programs.

Prerequisites: To ensure your success, it is recommended you have completed Microsoft® Office Access® 2010: Part 1, or possess equivalent knowledge.

Hardware Requirements

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 500 MHz Pentium-class processor or faster
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 16 GB available hard disk space (32-bit) or 20 GB (64-bit)
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1024 x 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

Software Requirements

- Microsoft® Office Professional Edition 2010
- Microsoft® Office Suite Service Pack 1
- Microsoft® Windows® 7 Professional with Service Pack 1

Course Content

Lesson 1: Designing a Relational Database

- Topic A: Relational Database Design
- Topic B: Create a Table
- Topic C: Create Table Relationships

Lesson 2: Joining Tables

- Topic A: Create Query Joins
- Topic B: Join Tables That Have No Common Fields
- Topic C: Relate Data within a Table
- Topic D: Work with Subdatasheets
- Topic E: Create Subqueries

Lesson 3: Organizing a Database for Efficiency

- Topic A: Data Normalization
- Topic B: Create a Junction Table
- Topic C: Improve Table Structure

Lesson 4: Sharing Data Across Applications

- Topic A: Import Data into Access
- Topic B: Export Data to Text File Formats
- Topic C: Export Access Data to Excel
- Topic D: Create a Mail Merge

Lesson 5: Advanced Reporting

Topic A: Organize Report Information

Topic B: Format Reports

Topic C: Include Charts in a Report

Topic D: Add a Calculated Field to a Report

Topic E: Add a Subreport to an Existing Report

Appendix A: Additional Reporting Options

Appendix B: Microsoft Office Access 2010 Exam 77-885

Appendix C: Microsoft Access 2010 Common Keyboard Shortcuts