Microsoft Office Access 2010: Intermediate

- **Course Length:** 1 Day

Course Overview

This ILT Series course builds on the skills and concepts taught in Access 2010: Basic. Students will learn how to normalize data, manage table relationships, and enforce referential integrity; work with Lookup fields and subdatasheets; create join queries, calculated fields, and summary values; add objects to forms and create advanced form types; print reports and labels; create and modify charts; and use PivotTables and PivotCharts.

Course Overview

<u>**Course Introduction**</u>   2m
Course Introduction

<u>**Unit 01 - Relational Databases**</u>   39m
Topic A: Database Normalization
Normalization
Steps to Normalize: Rule 1
Steps to Normalize: Rule 2
Steps to Normalize: Rule 3
Demo - A-3: Using the Table Analyzer
Demo - A-4: Identifying Object Dependencies
Topic B: Table Relationships
Establishing Relationships
The Relationships Window
Demo - B-1: Establishing a One-to-One Table Relationship
One-to-Many Relationship
Demo - B-2: Establishing a One-to-Many Table Relationship
Junction Tables
Many-to-Many with Junction
Demo - B-3: Establishing a Many-to-Many Table Relationship
Printing Table Relationships
Demo - B-4: Printing Table Relationships
Topic C: Referential Integrity
Referential Integrity
Demo - C-1: Planning Table Relationships
Orphan Records
Demo - C-2: Working with Orphan Records
Using Cascading Deletes
Demo - C-3: Setting Cascading Deletes
Testing Cascading Deletes
Demo - C-4: Testing Cascading Deletes
Cascading Updates
Demo - C-5: Using Cascading Updates
Unit 01 Review

Unit 02 - Related Tables   23m
Topic A: Creating Lookup Fields
Lookup Field
Creating a Lookup Field
Demo - A-1: Creating a Lookup Field
Multivalued Fields
A Multivalued Lookup Column
Demo - A-2: Creating a Multivalued Lookup Field
Topic B: Modifying Lookup Fields
Display Column Headings
Demo - B-1: Modifying Lookup Field Properties
Types of Controls
Using a Value List Combo Box
Demo - B-2: Changing a Text Box to a Combo Box
Topic C: Using Subdatasheets
A Subdatasheet
Inserting a Subdatasheet
Demo - C-1: Using a Subdatasheet
Unit 02 Review

Unit 03 - Complex Queries   44m
Topic A: Joining Tables in Queries
Joins
Query Wizard
Creating a Query
Demo - A-1: Creating a Query with the Simple Query Wizard
Creating Joins in Design View
Demo - A-2: Creating a Join in Design View
Creating Outer Joins
Demo - A-3: Creating an Outer Join
Joins with an Intermediate Table
Demo - A-4: Creating a Join with an Intermediate Table
Creating a Self-Join Query
Demo - A-5: Creating a Self-Join Query
Finding Unmatched Records
Demo - A-6: Finding Records that Do Not Match Between Tables
Finding Duplicate Records
Demo - A-7: Finding Duplicate Records
Demo - A-8: Deleting Tables from a Query
Topic B: Using Calculated Fields
Syntax for Calculated Fields
Creating Calculated Fields
Demo - B-1: Creating a Calculated Field
Modifying Formats
Demo - B-2: Changing the Format of a Displayed Value
The Expression Builder
Specifying Criteria
Demo - B-3: Using the Expression Builder
Topic C: Summarizing and Grouping Values

Summary Functions in Queries
Demo - C-1: Creating a Query to Display Summary Values
Concatenation
Demo - C-2: Using Queries to Concatenate Values
Unit 03 Review

Unit 04 - Advanced Form Design   36m
Topic A: Adding Unbound Controls
Unbound Controls
Drawing a Rectangle on a Form
Demo - A-1: Drawing a Rectangle Around a Control
Changing the Tab Order
Demo - A-2: Changing the Tab Order
Creating a Grouped Control
Demo - A-3: Grouping Controls

Topic B: Adding Graphics
Add a Graphic to a Form
Demo - B-1: Adding a Graphic to a Form
Use an Unbound Object Frame
Demo - B-2: Embedding a Graphic in an Unbound Object Frame
Topic C: Adding Calculated Values
Bind Controls to Calculated Fields
Demo - C-1: Binding a Control to a Calculated Field
Create a Calculated Control
Align Controls on a Form
Demo - C-2: Creating a Calculated Control
Topic D: Adding Combo Boxes
Add a Combo Box to a Form
Demo - D-1: Adding a Combo Box to a Form
Modify Combo Box Properties
Demo - D-2: Modifying the Properties of a Combo Box
Topic E: Advanced Form Types
Create a Multiple-item Form
Demo - E-1: Creating a Multiple-Item Form
A Split Form
Demo - E-2: Creating a Split Form
A Datasheet Form
Demo - E-3: Creating a Datasheet Form
A Form and Subform
Demo - E-4: Creating a Subform
Unit 04 Review

Unit 05 - Reports and Printing   35m
Topic A: Customized Headers and Footers
Report Header
Add a Report Header
Demo - A-1: Adding a Report Header
Report Footer
Demo - A-2: Adding a Report Footer
New Formatting Rule Dialog Box

Demo - A-3: Applying Conditional Formatting
Set the Keep Together Property
Demo - A-4: Keeping Parts of a Report on the Same Page
The Group, Sort, and Total Pane
Demo - A-5: Adding Controls to Group Footers
Force a New Page
Demo - A-6: Forcing a New Page
Topic B: Calculated Values
The DateDiff Function
Using the DateDiff Function
Demo - B-1: Working with the DateDiff Function
The IIf Function
Demo - B-2: Using the IIf Function
Topic C: Printing
Printing a Database Object
Demo - C-1: Printing a Table
Using the Database Documenter
Demo - C-2: Printing a Database Document
Topic D: Labels
Using the Label Wizard
Labels in Print Preview
Demo - D-1: Creating Labels
Unit 05 Review

Unit 06 - Charts   15m
Topic A: Charts in Forms
Adding a Chart to a Form
Chart Types
Demo - A-1: Creating a Chart in a Form
Naming the X- and Y-axes
Demo - A-2: Modifying a Chart in a Form
Topic B: Charts in Reports
Charts in Reports
Demo - B-1: Adding a Chart to a Report
Format a Chart Item
The Chart Type Dialog Box
Demo - B-2: Modifying Charts in Reports
Unit 07 Review

Unit 07 - PivotTables and PivotCharts   21m
Topic A: PivotTables
PivotTable View
Drop Areas
Demo - A-1: Examining PivotTable View
Add Fields to a PivotTable
Demo - A-2: Adding Fields to a PivotTable
Topic B: Modifying PivotTables
Summarize Data
Demo - B-1: Creating Totals
Move Fields in a PivotTable

Demo - B-2: Moving Fields in a PivotTable
Hide or Show Details
Demo - B-3: Showing and Hiding Details in a PivotTable
Change Field Settings
Demo - B-4: Formatting Fields
Topic C: PivotCharts
PivotChart Field Mapping
A PivotChart
Demo - C-1: Creating a PivotChart
Topic D: PivotTable Forms
Create a PivotTable Form
Demo - D-1: Creating a PivotTable Form
Unit 07 Review
Course Closure

Total Duration: 3h 35m