

SSA9001 ACCESS 2010 INTERMEDIATE/ ADVANCED**Days: 2****Course Aims and Objectives**

This two-day intensive course is designed to give existing users an insight into some of the more advanced features in Access. This entirely 'hands on' course will give participants a further understanding of database design principles, advanced forms, reports and query design, including using calculations.

Who should attend?

Existing users of Microsoft Access who want to customise forms, queries and reports.

Assumed Knowledge

A good working knowledge of all of the topics covered on the Introduction to Access 2010 course.

Course Outline Summary**Lesson 1 Relational databases****Topic A** Database normalization**Topic B** Table relationships**Topic C** Referential integrity**Lesson 2 Related tables****Topic A** Creating lookup fields**Topic B** Modifying lookup fields**Topic C** Subdatasheets**Lesson 3 Complex queries****Topic A** Joining tables in queries**Topic B** Using calculated fields**Topic C** Summarizing and grouping values**Lesson 4 Advanced form design****Topic A** Adding unbound controls**Topic B** Adding graphics**Topic C** Adding calculated values**Topic D** Adding combo boxes**Topic E** Advanced form types**Lesson 5 Reports and printing****Topic A** Customized headers and footers**Topic B** Calculated values**Topic C** Printing**Topic D** Labels**Lesson 6 Charts****Topic A** Charts in forms**Topic B** Charts in reports**Lesson 7 PivotTables and PivotCharts****Topic A** PivotTables**Topic B** Modifying PivotTables**Topic C** PivotCharts**Topic D** PivotTable forms