Microsoft® Office Access® 2010: Level 3 (Second Edition)

Course Specifications

Course number: 084308
Course length: 1.0 day(s)
Certification: MOS: Microsoft Office Access 2010 Exam 77–885

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 Element K courses or equivalent knowledge is recommended:

- Microsoft® Office Access® 2010: Level 1 (Second Edition)
- Microsoft® Office Access® 2010: Level 2 (Second Edition)

Certification

This course is one of a series of Element K courseware titles that addresses Microsoft Office Specialist (MOS) certification skill sets. The MOS and certification program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products.

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 macros.
- Customize reports by using various Access features.
- Maintain your database using Access tools.

Course Content

Lesson 1: Structuring Existing Data

Topic 1A: Restructure the Data in a Table
Topic 1B: Create a Junction Table
Topic 1C: Improve the Table Structure

Lesson 2: Writing Advanced Queries

Topic 2A: Create Sub queries
Topic 2B: Create Unmatched and Duplicate Queries
Topic 2C: Filter Records Using Criteria
Topic 2D: Summarize Data Using a Crosstab Query
Topic 2E: Create a PivotTable and a PivotChart

Lesson 3: Simplifying Tasks with Macros

Topic 3A: Create a Macro
Topic 3B: Attach a Macro
Topic 3C: Restrict Records Using a Condition
Topic 3D: Validate Data Using a Macro
Topic 3E: Automate Data Entry Using a Macro

Lesson 4: Creating Effective Reports

Topic 4A: Include a Chart in a Report
Topic 4B: Print Data in Columns
Topic 4C: Cancel Printing of a Blank Report
Topic 4D: Publish a Report as a PDF

Lesson 5: Maintaining an Access Database

Topic 5A: Link Tables to External Data Sources
Topic 5B: Manage a Database
Topic 5C: Determine Object Dependency
Topic 5D: Document a Database
Topic 5E: Analyze the Performance of a Database

Appendix A: Microsoft Office Access 2010 Exam 77–885