

## Information Technology and Computer Skills Training

### Access 2010 - Advanced

**Where:** Jefferson City, 1738 E Elm Lower Level

**Time:** 8:00 a.m. - 4:00 p.m.

**Investment:** \$95.00

#### Course Content

##### STRUCTURING EXISTING DATA

- Analyze Tables
- Create a Junction Table
- Improve Table Structure

##### 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

##### 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

##### MAKING EFFECTIVE USE OF FORMS

- Display a Calendar on a Form
- Organize Information with Tab Pages
- Display a Summary of Data in a Form

##### MAKING REPORTS MORE EFFECTIVE

- Include a Chart in a Report
- Print Data in Columns
- Cancel Printing of a Blank Report
- Create a Report Snapshot

##### MAINTAINING AN ACCESS DATABASE

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



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