

Access Level III

Participants will learn how to create complex Access databases by structuring existing data, writing advanced queries, working with macros, and performing databases maintenance.

Course Objectives

Upon successful completion of this course, students will be able to:

- Restructure the 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 features.

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

Course Length: 1 day (6.5 instructional hours)