

## 1 day course

### Who should attend?

This course is intended for participants who are familiar with Microsoft Access 2010.

### Prerequisites

Microsoft Access 2010 Level 1 Database Design

### Course Objectives

Upon completion of the course, participants will be able to accomplish the following:

- Understand the databases that will be used during the course.
- Enhance tables by creating lookups.
- Create various types of advanced queries.
- Create advanced forms by adding controls, subforms, calculations, and graphic images.
- Create advanced reports by adding controls, grouping, subforms, calculations, graphic images, and charts.
- Work with and create webbased objects.

### Course Content

#### *Database Overview*

Database Overview

#### *Enhancing Tables*

Copying a Database Object ; Lookup Fields ; Creating a Lookup

#### *Advanced Queries*

Query Overview ; The Query Wizard ; Nested Queries ; Query Joins ; Make Table Queries ; Append Queries ; Summary Queries ; Crosstab Queries

#### *Advanced Forms*

Form Design ; Controls ; Form Properties ; Subforms ; Advanced Calculations ; Customizing Forms

#### *Advanced Reports*

Designing Reports ; Sorting and Grouping ; Layout Properties ; Calculations ; Subreports ; Graphic Reports ; Chart Wizard

#### *Supplemental Topics: Working with Web Tools*

Working with Web Pages ; Hyperlinks