



Access 2010 Intermediate

This course builds on the skills and concepts taught in Access 2010 Basics. Students will learn how to normalize data, manage table relationships, and enforce referential integrity; work with Lookup fields and subdatasheets; create join queries, calculated fields, summary values and print reports.

Modifying the design of a table

- Displaying a table in design view
- Specifying a required field/defining a default field value
- Setting a primary key for a table
- Adding a memo field to a table
- Additional table design topics

Working with multiple tables

- Displaying multiple tables on the Access desktop
- Resizing and repositioning the table window

Relating tables

- Creating a relationship between two tables in a database
- Displaying and using a subdatasheet

Working with a custom form

- Designing a custom form
- Adding a header/footer to a form
- Adding a calculated control to a form
- Using a custom form to enter data

Intermediate query techniques

- Creating a query to extract information from multiple tables
- Finding unmatched records in a table

Intermediate report techniques

- Creating a report of information in multiple tables
- Adding a calculated control to a report
- Adding a cover sheet to a report

Additional intermediate Access features

- Using a database wizard
- Adding a lookup field to a table
- Defining an input mask for a field
- Exporting an Access datasheet to Microsoft Excel