



BUILDING TRAINING SOLUTIONS  
FOR THE IT WORLD

## Microsoft Office Access 2010 Level 3

**Number of Days:** 1

**Format:** Instructor-Led

**Class Code** AC10-3

**Recommended Course Sequence**

Knowledge of prerequisites  
noted below.

*Course content is subject to change  
without notice.*

**Course Description:**

You will create complex Access databases by structuring existing data, writing advanced queries, working with macros, and performing database maintenance.

**Target Student:**

CTREC Hilton, Houston offers this Microsoft training course 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 courses or equivalent knowledge is recommended:

- Microsoft Office Access 2010: Level 1
- Microsoft Office Access 2010: Level 2

**Delivery Method:**

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

**Performance-Based 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 and revise Microsoft Office Access 2010 macros.
- Customize reports by using various Microsoft Office Access 2010 features.
- Maintain their databases using Microsoft Office Access 2010 tools.

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### Course Outline

<b>Lesson 1: Structuring Existing Data</b>
<ul style="list-style-type: none"><li>■ Topic 1A: Restructure the Data in a Table</li><li>■ Topic 1B: Create a Junction Table</li><li>■ Topic 1C: Improve the Table Structure</li></ul>
<b>Lesson 2: Writing Advanced Queries</b>
<ul style="list-style-type: none"><li>■ Topic 2A: Create SubQueries</li><li>■ Topic 2B: Create Unmatched and Duplicate Queries</li><li>■ Topic 2C: Group and Summarize Records Using Criteria</li><li>■ Topic 2D: Summarize Data Using a Crosstab Query</li><li>■ Topic 2E: Create a PivotTable and a PivotChart</li></ul>
<b>Lesson 3: Simplifying Tasks with Macros</b>
<ul style="list-style-type: none"><li>■ Topic 3A: Create a Macro</li><li>■ Topic 3B: Attach a Macro</li><li>■ Topic 3C: Restrict Records Using a Condition</li><li>■ Topic 3D: Validate Data Using a Macro</li><li>■ Topic 3E: Automate Data Entry Using a Macro</li></ul>
<b>Lesson 4: Creating Effective Reports</b>
<ul style="list-style-type: none"><li>■ Topic 4A: Include a Chart in a Report</li><li>■ Topic 4B: Print Data in Columns</li><li>■ Topic 4C: Cancel Printing of a Blank Report</li><li>■ Topic 4D: Publish Reports as PDF</li></ul>
<b>Lesson 5: Maintaining an Access Database</b>
<ul style="list-style-type: none"><li>■ Topic 5A: Link Tables to External Data Sources</li><li>■ Topic 5B: Manage a Database</li><li>■ Topic 5C: Determine Object Dependency</li><li>■ Topic 5D: Document a Database</li><li>■ Topic 5E: Analyze the Performance of a Database</li></ul>