bravura

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Microsoft Access 2010 Intermediate

Bravura offers the fastest, easiest and most comprehensive way to gain the valuable computer skills in demand!
Our professional classrooms and remote classrooms help you to learn up to **70%** more information *as compared to traditional one-day or all-day classes.* **Everyone knows it is impossible to learn Access in a single day**.

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Audience: This course is designed for students who wish to create a basic level of knowledge of Microsoft® Access® database program to perform their day-to-day responsibilities, and to understand the advantages that using a relational database program can bring to their business processes. This course is for the individual whose job responsibilities include creating and maintaining records; locating records; and producing reports based on the information in the database.

This course is suited for those using Microsoft Access 2007 and 2010. We run Microsoft Access 2010.

Prerequisites: To ensure your success, we recommend that you first complete the following Bravura Training courses or have equivalent knowledge:
Microsoft Office Access 2007 or 2010 Basics

Course Length: 12 hours *varies, based on need.*
Tuition: $375

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Assessment & Customization
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Microsoft Access 2010 Intermediate
Unit 1: Relational databases
Topic A: Learn how to normalize tables and the conditions that must be met for a table to be in the first, second or third normal form. Use Table Analyzer and identified object dependencies.
Topic B: Table relationships (one to one, one to many and many to many) and use junction table
Topic C: Referential integrity to avoid orphan records and set the Cascade Delete and Update
Unit 2: Related tables
Topic A: Understanding and creating lookup fields
Topic B: Modifying lookup fields and multi-value fields
Topic C: Subdatasheets and entering data
Unit 3: Complex queries
Topic A: Create queries with multiple tables, use Query Wizard to join tables (outer, inner and self-join)
Topic B: Using calculated field and Expressions
Topic C: Summarizing (concatenate) & grouping values
Unit 4: Advanced form design
Topic A: Adding unbound, controls, grouping and ungrouping
Topic B: Adding graphics with image control and unbound object frame control
Topic C: Adding calculated values
Topic D: Adding combo boxes and properties
Topic E: Advanced form types (split, datasheet and subform)
Unit 5: Reports and printing
Topic A: Customized headers and footers, conditional formatting to draw attention to specific data
Topic B: Calculated values (DatDiff() & IIF())
Topic C: Printing objects and database documents
Topic D: Labels
Unit 6: Charts
Topic A: Charts in forms (using X & Y axes)
Topic B: Charts in reports
Unit 7: PivotTables and PivotCharts
Topic A: Creating and modifying PivotTables
Topic B: Summary functions, filter, row and column
Topic C: PivotCharts
Topic D: PivotTable forms

What's Next?? **Intermediate & Advanced Excel 2010**
60 Days of Post-Course Support
Our wonderfully talented staff will support the topics and tasks covered in your course via email. remote or in our classrooms.