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**M J H COMPUTER TRAINING**

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# Microsoft® Office Access® 2010: Level 3

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**Course length:** 1.0 day(s)

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

## 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 SubQueries

**Topic 2B:** Create Unmatched and Duplicate Queries

**Topic 2C:** Group and Summarize 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 Reports as 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