



MS Access 2010
Advanced



Creating databases made simple. This course, together with the new enhanced useability of Access 2007 make creating database easy – we'll show you how.

Access 2010 Advanced Training Course

Access 2010 Advanced Training Course Foreword

You can use advanced forms and tasks to do even more in Access than you have previously learned. For example, you can use Access to create mailing labels, work with SQL and publish a Web database—among other things. By the time you finish this course, you will be able to navigate Access 2010 and create reports like a pro. Sit back, relax and have fun. You are in for a thrilling ride!

Who should attend?

Anyone that wants to harness the advanced power of Access, advanced forms, advanced queries, SQL, web databases, working with database objects and compacting a database.

Course length

1-day





<p>Access 2007 Training Course - Lesson 1 Getting Started</p> <ul style="list-style-type: none">• Workshop Objectives	<p>Access 2007 Training Course - Lesson 2 Advanced Table Tasks</p> <ul style="list-style-type: none">• Using the Quick Start Group• Using the Property Sheet• Adding, Moving and Removing Controls• Formatting Controls• Setting the Primary Key• Using Table Macros
<p>Access 2007 Training Course - Lesson 3 Advanced Form Tasks</p> <ul style="list-style-type: none">• Creating a Sub Form• Creating a Web Form• Creating a Split Form• Creating a Modal Dialog	<p>Access 2007 Training Course - Lesson 4 Advanced Reporting Tasks</p> <ul style="list-style-type: none">• Using Report Sections• Using Conditional Formatting• Grouping & Sorting Data• Adding Calculated Controls• Creating Labels



<p>Access 2007 Training Course - Lesson 5 Understanding Relationships</p> <ul style="list-style-type: none">• Types of Relationships• Viewing Relationships• Editing Relationships• About Referential Integrity• Establishing Referential Integrity	<p>Access 2007 Training Course - Lesson 6 Advanced Query Tasks</p> <ul style="list-style-type: none">• Sorting and Filtering a Query• Adding Calculated Fields• Using the Expression Builder
<p>Access 2007 Training Course - Lesson 7 Working with SQL</p> <ul style="list-style-type: none">• What is SQL?• Basic SQL Syntax	<p>Access 2007 Training Course - Lesson 8 Linking Data</p> <ul style="list-style-type: none">• Linking to an Excel Spreadsheet• Linking to an Access Database• Linking to a SharePoint List
<p>Access 2007 Training Course - Lesson 9 Importing Data</p> <ul style="list-style-type: none">• Importing From an Excel Spreadsheet• Importing From an Access Database• Importing from a SharePoint List	<p>Access 2007 Training Course - Lesson 10 Exporting Data</p> <ul style="list-style-type: none">• Saving an Object as a PDF• Exporting To an Excel Spreadsheet• Exporting to a SharePoint List
<p>Access 2007 Training Course - Lesson 11 Advanced Database Tools</p> <ul style="list-style-type: none">• Using the Database Documenter• Analysing Table Performance• Analysing Database Performance• Repairing a Database• Compacting a Database	<p>Access 2007 Training Course - Lesson 12 Wrapping Up</p> <ul style="list-style-type: none">• Words from the Wise

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