

## MICROSOFT ACCESS 2010 ADVANCED

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Microsoft Access  
2010  
Advanced



**COURSE LENGTH: 1.0 DAYS**

Developing advanced skills in MS Access 2010 is essential if you're working with large sets of data. Access is a powerful tool in the right hands so take your current skills to the next level with this in-depth course.

The PD Training MS Access 2010 Advanced Training Course provides understanding and skill development in SQL and Access, advanced macros, database management, data validation, crosstab queries, and more.

This course allows participants to develop expertise in Access 2010 in a short period of time.

This dynamic training course is available now throughout New Zealand, including Auckland, Wellington or Christchurch.

Contact us today for a group quote.

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## MICROSOFT ACCESS 2010 ADVANCED COURSE OUTLINE

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### FOREWORD

This Access 2010 Advanced training course running in Auckland, Wellington, Christchurch and New Zealand wide, is rated 5.0/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in Access 2010: Intermediate.

Participants will learn how to query with SQL; create crosstab, parameter, and action queries; create macros; import, export, and link database objects; interact with XML documents; create hyperlink fields; optimise, split, and back up databases; password-protect and encrypt databases; and set Access options and properties.

This course will help participants prepare for the Microsoft Office Specialist exam for Access 2010 (exam 77-885). For comprehensive certification training, participants should complete the Introduction, Intermediate, and Advanced courses for Access 2010.

### Prerequisites:

Access 2010: Intermediate or equivalent experience.

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### OUTCOMES

- Write SQL statements
- Create aliases for fields
- Attach a SQL query to a control in a form
- View a crosstab query and use the Crosstab Query Wizard
- Create single-criterion & multiple-criteria parameter queries
- Use action queries to append, delete & modify records
- Create and run macros
- Attach macros to events and command buttons in forms
- Create data validation, data entry, & user-input macros
- Use the Query Wizard & Design view to create joins
- Export & import XML documents
- Link database objects
- Analyse database performance
- Split a database
- Compact, repair & backup a database
- Assign & remove passwords & encryption
- Open a database in exclusive mode
- Configure Access options
- Populate database file properties

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## MODULES

### Lesson 1: Getting Started

- Workshop Objectives

### Lesson 2: Advanced Table Tasks

- Using the Quick Start Group
- Using the Property Sheet
- Adding, Moving and Removing Controls
- Formatting Controls
- Setting the Primary Key
- Using Table Macros

### Lesson 3: Advanced Form Tasks

- Creating a Sub Form
- Creating a Web Form
- Creating a Split Form

### Lesson 4: Advanced Reporting Tasks

- Using Report Sections
- Using Conditional Formatting
- Grouping & Sorting Data
- Adding Calculated Controls
- Creating Labels

### Lesson 5: Understanding Relationships

- Types of Relationships
- Viewing Relationships
- Editing Relationships
- About Referential Integrity
- Establishing Referential Integrity

### Lesson 6: Advanced Queries

- Sorting and Filtering a Query
- Adding Calculated Fields
- Using the Expression Builder
- What is SQL?
- Basic SQL Syntax

### Lesson 7: Linking Data

- Linking to an Excel Spreadsheet
- Linking to an Access Spreadsheet
- Linking to a SharePoint List

### Lesson 8: Importing Data

- Importing From an Excel Spreadsheet
- Importing From an Access Database
- Importing From a SharePoint List

### Lesson 9: Exporting Data

- Saving an Object as a PDF
- Exporting to an Excel Spreadsheet
- Exporting to a SharePoint List

### Lesson 10: Advanced Database Tools

- Using the Database Documenter
- Analysing Table Performance
- Analysing Database Performance
- Repairing a Database
- Compacting a Database

### Lesson 11: Wrapping Up

- Words from the Wise

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## WEB LINKS

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- [View this course online](#)
- [In-house Training Instant Quote](#)