

# Access 2010: Intermediate

(Course Number: OFFT-3899)

## Topic-Level Outline

**Prerequisites:** *Access 2010: Basic* or equivalent experience

Participants will learn how to normalize data, manage table relationships, and enforce referential integrity; work with Lookup fields and sub datasheets; create join queries, calculated fields, and summary values; add objects to forms and create advanced form types; print reports and labels; create and modify charts; and use PivotTables and Pivot Charts.

### 1) Table Relationships

- a) Lookups
- b) One to One
- c) One to Many
- d) Many to Many
- e) Referential Integrity
- f) Printing relationships
- g) Cascading Updates and Deletes

### 2) Querying Related Tables

- a) Types of joins
- b) Changing join types
- c) Functions: nz, iif, datepart, datediff
- d) Calculating time
- e) Find Unmatched Records Query Wizard

### 3) Creating Forms from Related Tables

- a) One to Many (datasheet)
- b) One to Many (embedded)
- c) Adding Combo boxes and simple command buttons

### 4) Reports from Related Tables

- a) One to Many Reports
- b) Including parameter prompts in report headers
- c) Reports in design view

### 5) Creating Pivot Tables and Pivot Charts

- a) Access Pivot Tables
- b) Access Pivot Charts
- c) Using Excel Pivot Tables and Charts with Access data

### 6) Templates

### 7) Online Web Sites