



Todd Swackenberg

Computer Consulting And Software Training

Web: www.eswack.com ■ Email: swack@eswack.com
4097 E. 118th Ave. ■ Thornton, Co. 80233
Phone: (303) 255-4914 ■ Fax: (303) 255-4914

Microsoft Office Access 2010: Level 3

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