Microsoft® Office Access® 2010: Part 2

Duration: 2 Days
Method: Instructor-Led Training (ILT) | Live Online Training

Certification: *Microsoft Office Specialist (MOS) Access 2010 —*
Exam: 77-885

Course Description

Your training and experience using Microsoft Access 2010 has given you basic database management skills such as creating tables, designing forms and reports, and building queries. In this course, participants will expand their knowledge of relational database design, write advanced queries, structure existing data, share data across applications, and customize reports. Extending your knowledge of Microsoft Access 2010 will result in a robust, functional database for your users.

Target Audience

This course is intended for:

- Persons wishing to gain intermediate-level skills.
- Individuals whose job responsibilities include constructing relational databases, performing database maintenance, creating advanced queries and reports, or integrating Access with other programs.

Prerequisites

To attend this course, candidates must have:

- Completed the *Microsoft Office Access 2010: Part 1* course or possess equivalent knowledge and skills.

Microsoft Partner

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Exam Details

Exam Code:	• 77-885
Length of Exam:	• 90 Minutes
Number of Questions:	• 50
Passing Score:	• 70%
Question Format:	• Multiple Choice/Build a Tree, Reorder, and Simulation

Course Objectives

Upon successful completion of this course, attendees will be able to:
- Design a relational database.
- Join tables to retrieve data from unrelated tables.
- Organize a database for efficiency, performance, and to maintain data integrity.
- Share data between Access and other applications.
- Customize reports to organize the displayed information and produce specific print layouts.

Course Topics

Module 1: Designing a Relational Database
- Relational Database Design
- Create a Table
- Create Table Relationships

Module 2: Joining Tables
- Create Query Joins
- Join Tables That Have No Common Fields
- Relate Data within a Table
- Work with Subdatasheets
- Create Subqueries

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Course Topics *Continued*

Module 3: Organizing a Database for Efficiency

- Data Normalization
- Create a Junction Table
- Improve Table Structure

Module 4: Sharing Data Across Applications

- Import Data into Access
- Export Data to Text File Formats
- Export Access Data to Excel®
- Create a Mail Merge

Module 5: Advanced Reporting

- Organize Report Information
- Format Reports
- Include Charts in a Report
- Add a Calculated Field to a Report
- Add a Subreport to an Existing Report

ACTIVITIES INCLUDED